

BUSINESS CONTINUITY MANAGEMENT (BCM)



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TRAINING CENTER



Introduction

Business Continuity Management (BCM) Training Course prepares professionals to run continuity as a managed capability rather than a document on a shelf. Participants work through BCM foundations and the professional lifecycle, the ISO 22301 management system, business impact analysis and recovery objectives, risk assessment and continuity strategy selection, plan development and response procedures, and the BCM lifecycle stages of analysis, design, implementation, validation, and embedding as one connected discipline. The programme links the disruption an organisation may face with the maintained capability that answers it. As a result, learners gain a practical command of business continuity management. Furthermore, the course strengthens lifecycle discipline, planning judgement, and resilience thinking.

Business Continuity Management (BCM) Course Objectives

- Explain BCM concepts, principles, and the BCM lifecycle.
- Apply the ISO 22301 business continuity management system.
- Apply BCM policy, governance, and programme management.
- Apply business impact analysis (BIA) and recovery objectives.
- Apply risk assessment, threat analysis, and continuity strategy selection.
- Apply continuity plan development and response procedure design.
- Apply the BCM lifecycle: analysis, design, implementation, validation.
- Apply exercise design, testing, and validation methods.
- Apply training, awareness, and embedding continuity in the culture.
- Apply BCM performance measurement, audit, and continual improvement.

Course Methodology



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- Interactive sessions built on BCM programme and disruption cases.
- Workshops on BIA, recovery objectives, and continuity strategy design.
- Group exercises on plan writing, exercise design, and embedding plans.
- Hands-on practice with BCM plans, registers, and audit checklists.
- Simulation of a continuity exercise and a BCM programme review.
- Facilitator coaching and peer review on personal BCM programme plans.

Who Should Take This Course

- Business continuity and resilience managers.
- BCM programme coordinators and analysts.
- Risk managers and operational risk staff.
- IT disaster recovery and infrastructure managers.
- Facilities, security, and HSE managers.
- Internal auditors covering continuity and resilience.

Business Continuity Management (BCM) Course Outlines

Day 1: BCM Foundations and the Lifecycle

- BCM concepts, terminology, and business case.
- The BCM lifecycle and its stages.
- The ISO 22301 business continuity management system.
- Governance, policy, and programme management structures.
- Roles, accountabilities, and BCM team design.
- Legal, regulatory, and contractual continuity obligations.





- Case discussion: a continuity plan written for the auditor, not the outage.

Day 2: Analysis Impact and Risk

- Business impact analysis (BIA) method and process.
- Identifying critical activities, dependencies, and resources.
- Recovery time objectives (RTO) and recovery point objectives (RPO).
- Maximum tolerable downtime and minimum business continuity objective.
- Risk assessment and threat evaluation methods.
- Dependency mapping across people, systems, suppliers, and sites.
- Workshop: conducting a BIA and documenting recovery objectives.

Day 3: Design Strategy and Plan Development

- Continuity strategy selection and cost-benefit review.
- Recovery strategies for IT, data, communications, and sites.
- Workforce, workplace, and supplier resilience strategies.
- Plan structure, content standards, and writing quality.
- Response procedures, escalation ladders, and call trees.
- Documentation control, versioning, and distribution.
- Exercise: drafting a continuity plan with controlled documentation.

Day 4: Implementation Validation and Exercising

- Implementation planning and resource requirements.
- Training, competence, and awareness building.
- Exercise programme design and exercise types.
- Desktop, simulation, and live exercise planning.



- Post-exercise review, lessons learned, and plan update.
- Embedding continuity into operations and decision-making.
- Simulation: running a continuity exercise and review session.

Day 5: Validation, Assurance, and Improvement

- Performance monitoring, measurement, and BCM metrics.
- Internal audit of the BCM programme.
- Management review inputs, outputs, and decisions.
- Nonconformity, corrective action, and continual improvement.
- Certification readiness and audit evidence.
- BCM maturity assessment and roadmap.
- Capstone: presenting a business continuity management programme.

Conclusion

By successfully completing Business Continuity Management (BCM), participants will gain a practical command of BCM foundations and lifecycle, the ISO 22301 management system, business impact analysis and recovery objectives, risk assessment and continuity strategy, plan development and implementation, and validation, assurance and continual improvement. They will acquire skills in impact analysis, continuity strategy design, exercise validation, and BCM programme auditing that build resilience the organisation can rely on. Gentex Training Center designs the programme to help professionals manage business continuity with confidence.



FAQs for the Business Continuity Management (BCM) course

Q1 What is the "Business Continuity Management (BCM)" course about?

It prepares professionals to run continuity as a managed capability rather than a document on a shelf. The course spans BCM foundations and lifecycle, the ISO 22301 management system, business impact analysis and risk assessment, continuity strategy and plan development, implementation and validation, and assurance and improvement.

Q2 What are the key benefits of the "Business Continuity Management (BCM)" course?

You gain a practical command of business continuity management that links the disruption an organisation may face with the maintained capability that answers it. The course improves BIA practice and recovery objective setting, strengthens continuity strategy and plan documentation, sharpens exercise and embedding practice, and gives you measurement and audit discipline that keeps the programme alive between incidents.

Q3 What skills will I gain from the "Business Continuity Management (BCM)" course?

You will develop four core skills: BCM lifecycle and ISO 22301 programme implementation, business impact analysis with recovery objective setting, continuity strategy and plan development with documentation control, and exercise validation with BCM performance measurement and audit practice.



Q4 What tools, methods, or standards are covered in the "Business Continuity Management (BCM)" course?

The course covers BCM concepts, terminology and business case, the BCM lifecycle and its stages, the ISO 22301 business continuity management system, governance, policy and programme management structures, roles, accountabilities and BCM team design, legal, regulatory and contractual continuity obligations, business impact analysis (BIA) method and process, identifying critical activities, dependencies and resources, recovery time objectives (RTO) and recovery point objectives (RPO), maximum tolerable downtime and minimum business continuity objective, risk assessment and threat evaluation methods, dependency mapping across people, systems, suppliers and sites, continuity strategy selection and cost-benefit review, recovery strategies for IT, data, communications and sites, workforce, workplace and supplier resilience strategies, plan structure, content standards and writing quality, response procedures, escalation ladders and call trees, documentation control, versioning and distribution, implementation planning and resource requirements, training, competence and awareness building, exercise programme design and exercise types, desktop, simulation and live exercise planning, post-exercise review, lessons learned and plan update, embedding continuity into operations and decision-making, performance monitoring, measurement and BCM metrics, internal audit of the BCM programme, management review inputs, outputs and decisions, nonconformity, corrective action and continual improvement, certification readiness and audit evidence, and BCM maturity assessment and roadmapping.



Q5 How is the "Business Continuity Management (BCM)" course applied in real-world practice?

Participants apply it to real work such as conducting a BIA and documenting recovery objectives, drafting a continuity plan with controlled documentation, designing and running a desktop exercise, reviewing exercise results and updating plans, preparing BCM metrics and management review inputs, auditing the BCM programme, and presenting a continuity programme ready for certification. The same methods support BCM maturity assessment and supplier dependency review.