Training Course on Business Continuity and Disaster Recovery Planning (BCDR)

Professional Development Training Course Outline

Category	Logistics and Supply Chain Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic and unpredictable global landscape, organizations face unprecedented threats ranging from **cyberattacks** and **natural disasters** to **supply chain disruptions** and **geopolitical instability**. Proactive **Business Continuity Planning (BCP)** and robust **Disaster Recovery (DR)** strategies are no longer optional but critical imperatives for organizational resilience and sustained operations. This comprehensive training program provides professionals with the essential knowledge and practical skills to develop, implement, and manage effective BCDR frameworks, safeguarding critical assets, minimizing downtime, and ensuring **operational resilience** in the face of any unforeseen event.

Training Course on Business Continuity and Disaster Recovery Planning (BCDR) emphasizes a holistic approach, integrating **risk management**, **business impact analysis (BIA)**, **crisis communication**, and **IT disaster recovery** best practices. Participants will learn to navigate complex scenarios, develop actionable recovery strategies, and build a culture of preparedness within their organizations. By mastering these critical disciplines, businesses can enhance their **stakeholder confidence**, protect their **reputation**, and gain a significant **competitive advantage** in an increasingly volatile world.

Programme Curriculum

Training Course on Business Continuity and Disaster Recovery Planning (BCDR)

Introduction

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Course Objectives

1. Understand and apply industry-leading BCM standards and frameworks, including **ISO 22301**, for comprehensive organizational resilience.
2. Accurately identify **critical business functions**, **dependencies**, **Recovery Time Objectives (RTOs)**, and **Recovery Point Objectives (RPOs)** using proven methodologies.
3. Identify, analyze, and evaluate potential threats and vulnerabilities, including emerging risks like **AI-driven cyberthreats** and **climate change impacts**.
4. Design and document actionable BCPs that address various disruption scenarios, ensuring continuity of **essential services**.
5. Create detailed DRPs for technology infrastructure, data, and applications, incorporating **cloud-based recovery** and **virtualization strategies**.
6. Establish clear internal and external communication protocols for effective information dissemination during a crisis, leveraging **social media engagement**.
7. Develop the structure, roles, and responsibilities for effective incident command and coordination, including **emergency leadership protocols**.
8. Plan and conduct realistic drills, simulations, and tabletop exercises to validate BCPs and DRPs, identifying areas for **continuous improvement**.
9. Analyze and mitigate risks within the **supply chain**, developing strategies for diversification and continuity with key **third-party vendors**.
10. Develop plans for employee safety, remote work capabilities, and psychological support during and after disruptive events.
11. Understand how BCDR aligns with broader ERM strategies for a holistic approach to organizational risk.
12. Explore the application of technologies like **AI for predictive analytics** and **IoT for real-time monitoring** in enhancing BCDR capabilities.
13. Understand and adhere to relevant industry regulations, legal obligations, and data privacy mandates related to BCDR.

Organizational Benefits

- Minimize downtime and accelerate recovery from disruptive events.
- Protect revenue streams, minimize operational costs, and safeguard organizational assets.
- Demonstrate preparedness, build trust with customers, investors, and partners.
- Meet legal and industry-specific requirements, avoiding penalties and legal issues.
- Maintain business operations and market share when competitors are disrupted.

- Proactively identify and mitigate potential threats, strengthening the organization's security posture.
- Prioritize the safety and support of the workforce during crises.
- Identify and address inefficiencies during BCDR planning, leading to improved day-to-day operations.
- Safeguard critical data and systems through robust backup and recovery strategies.
- Enable swift and informed decisions during emergencies through clear protocols and trained personnel.

Target Audience

1. Business Continuity Managers & Coordinators
2. IT Managers & Professionals (especially those in infrastructure, security, and operations)
3. Risk Management Professionals & Compliance Officers
4. Operations Directors & Managers
5. Senior Leadership & C-suite Executives (e.g., CIOs, CISOs, COO)
6. Emergency Response Team Members
7. Project Managers involved in resilience initiatives
8. Consultants specializing in BCDR and organizational resilience

Course Outline

Module 1: Foundations of Business Continuity and Disaster Recovery

- Defining BCDR: Differentiating between BCP and DRP.
- The Strategic Importance of BCDR in a Volatile World:
- Overview of BCDR Standards and Best Practices: Introduction to ISO 22301 and other relevant frameworks.
- Key Terminology and Concepts: RTO, RPO, critical functions, interdependent processes.
- Building the Business Case for BCDR
- **Case Study:** The impact of Hurricane Katrina on businesses in New Orleans and how lack of BCDR planning led to widespread closures.

Module 2: Business Impact Analysis (BIA)

- Purpose and Methodology of BIA
- Data Collection Techniques for BIA.
- Quantifying Impacts: Financial, operational, reputational, and legal consequences of disruptions.
- Determining Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs): Setting realistic recovery targets.
- Prioritizing Business Functions for Recovery:
- **Case Study:** A major financial institution's BIA process after a data center outage, identifying their core banking functions as paramount.

Module 3: Risk Assessment and Threat Landscape

- Understanding Risk Management Principles: Identification, analysis, evaluation, and treatment of risks.
- Identifying Internal and External Threats: Natural disasters, cyberattacks, human error, supply chain failures.
- Vulnerability Assessment
- Likelihood and Impact Analysis

- Emerging Threats: AI-powered attacks, climate change impacts, geopolitical tensions, and their implications for BCDR.
- **Case Study:** The WannaCry ransomware attack and its global impact, highlighting the need for robust cyber risk assessment and mitigation.

Module 4: Developing the Business Continuity Plan (BCP)

- Structure and Components of a Comprehensive BCP
- Developing Recovery Strategies for Critical Business Functions
- Resource Planning: Personnel, facilities, technology, and vital records.
- Communication Plans for Internal and External Stakeholders
- Legal and Regulatory Considerations in BCP Development
- **Case Study:** A manufacturing company's BCP developed to manage disruptions from a raw material supplier failure.

Module 5: IT Disaster Recovery Planning (DRP)

- Fundamentals of IT Disaster Recovery.
- Data Backup and Restoration Strategies
- Recovery of IT Infrastructure.
- Disaster Recovery Site Options.
- Cloud-Based Disaster Recovery as a Service (DRaaS)
- **Case Study:** A global e-commerce platform's successful recovery using cloud DRaaS after a major regional power outage.

Module 6: Crisis Communication and Stakeholder Management

- Principles of Effective Crisis Communication
- Identifying Key Stakeholders: Employees, customers, media, regulators, investors.
- Developing Pre-Approved Crisis Communication Templates
- Leveraging Traditional and Social Media During a Crisis
- Post-Crisis Communication and Reputation Management.
- **Case Study:** A public utility company's crisis communication strategy during a widespread service disruption, including timely updates and community engagement.

Module 7: Incident Response and Crisis Management Teams

- Defining Incident Response vs. Crisis Management.
- Establishing an Incident Response Team (IRT)
- Incident Command System (ICS) Principles
- Emergency Operations Center (EOC) Setup and Operations
- Decision-Making Under Pressur.
- **Case Study:** A hospital's effective incident response to a cybersecurity breach, limiting data exposure and restoring critical systems.

Module 8: BCDR Testing, Exercising, and Maintenance

- Importance of Regular BCDR Testing.
- Types of BCDR Exercises
- Developing Exercise Scenarios: Realistic and challenging situations.
- Documenting Test Results and Lessons Learned
- Maintaining and Updating the BCDR Plan
- **Case Study:** A financial services firm's annual full-scale BCDR exercise, identifying a critical flaw in their remote access infrastructure.

Module 9: Supply Chain Continuity and Vendor Risk Management

- Identifying Critical Supply Chain Dependencies.
- Assessing Supplier BCDR Capabilities.
- Strategies for Supply Chain Diversification.
- Communication and Collaboration with Suppliers During Disruptions
- Developing Alternative Sourcing and Logistics Plans.
- **Case Study:** The impact of the Fukushima earthquake and tsunami on global supply chains and how some companies adapted through diversified sourcing.

Module 10: Workforce Continuity and Human Resources in BCDR

- Ensuring Employee Safety and Well-being.
- Communication Strategies for Employees.
- Managing Remote Work and Flexible Arrangements
- Employee Support Systems.
- Succession Planning for Key Personnel: Ensuring leadership continuity.
- **Case Study:** A company's successful transition to widespread remote work during the COVID-19 pandemic, facilitated by pre-existing workforce continuity plans.

Module 11: Integrating BCDR with Enterprise Risk Management (ERM)

- Aligning BCDR with Organizational Strategy and ERM Frameworks.
- Risk Appetite and Tolerance.
- Reporting BCDR Status to Senior Management and Board
- Embedding a Culture of Resilience.
- Compliance and Governanc.
- **Case Study:** A multinational corporation's integrated risk management approach where BCDR forms a core component of their overall ERM strategy.

Module 12: Legal, Ethical, and Reputational Considerations in BCDR

- Legal Obligations and Liabilities
- Ethical Decision-Making During a Crisis.
- Reputation Management and Brand Protection.
- Insurance and Financial Recovery: Leveraging coverage and understanding limitations.
- Post-Crisis Reviews and Audits: Ensuring accountability and learning.
- **Case Study:** A healthcare provider's legal and reputational challenges following a patient data breach and their efforts to rebuild trust.

Module 13: Emerging Technologies and Future Trends in BCDR

- Artificial Intelligence (AI) in BCDR
- Internet of Things (IoT) for Real-Time Monitoring.
- Blockchain for Supply Chain Transparency and Resilience.
- Cyber-Physical Systems and Industrial Control Systems (ICS) Protection.
- Adaptive and Agile BCDR Frameworks: Responding to rapidly evolving threats.
- **Case Study:** A smart city initiative using IoT sensors for early warning of natural disasters and automated infrastructure responses.

Module 14: Developing and Implementing a BCDR Program

- Project Management for BCDR Implementation: Phased approach and milestones.
- Roles and Responsibilities for BCDR Program Management.

- Securing Executive Sponsorship and Organizational Buy-in.
- Measuring the Effectiveness of the BCDR Program.
- Continuous Improvement and Maturity Models
- **Case Study:** A government agency's successful multi-year BCDR program implementation, achieving ISO 22301 certification.

Module 15: Practical Workshop: BCDR Plan Development and Tabletop Exercise

- Interactive Session: Applying learned concepts to a real-world scenario.
- Team-Based BIA Exercise: Identifying critical functions and impacts.
- Developing a Mini BCP/DRP Outline: For a hypothetical organization.
- Conducting a Tabletop Exercise: Simulating a crisis and testing response.
- Post-Exercise Debrief and Feedback: Identifying strengths and weaknesses.
- **Case Study:** A simulated cyberattack scenario for a retail chain, where participants apply BCDR principles to manage the crisis.

Training Methodology

This training course employs a highly interactive and practical methodology designed to foster deep understanding and immediate applicability. The approach combines:

- **Expert-Led Presentations:** Engaging lectures with clear explanations of BCDR concepts and best practices.
- **Interactive Discussions:** Encouraging participant engagement, knowledge sharing, and critical thinking.
- **Real-World Case Studies:** In-depth analysis of actual BCDR incidents and success stories to illustrate concepts and lessons learned.
- **Practical Workshops & Group Exercises:** Hands-on activities for developing BCDR components, conducting BIAs, and performing risk assessments.
- **Scenario-Based Simulations & Tabletop Drills:** Experiential learning through realistic crisis simulations to test understanding and decision-making.
- **Templates and Tools:** Provision of practical templates, checklists, and frameworks for immediate application.
- Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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