Sentinel
Global Solutions

TRAINING COURSE

Business Continuity and Resilience

Keep your organisation running through serious disruption

DURATION
2 to 3 days

FRAMEWORK
ISO 22301 principles

DELIVERY
In-company or online

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Course overview

This course gives participants the knowledge and tools to build, test and maintain a business continuity capability that works in practice, not just on paper.

Following the principles of ISO 22301, participants analyse what their organisation must keep running, decide how to protect it, write workable plans and test them in a tabletop exercise. They leave with a draft plan for their own organisation.

At a glance

DURATION
Standard course of 3 days, with a 2-day option

FORMAT
Workshops, practical analysis and a tabletop exercise

FRAMEWORK
ISO 22301 principles, with reference to DORA and NIS2 where relevant

CLASS SIZE
Up to 12 participants

ASSESSMENT
Practical exercises and a tested draft plan

CERTIFICATION
Certificate of completion for each participant

Who should attend

Business continuity, risk and resilience managers, operations and IT managers, and anyone responsible for keeping critical services running, in businesses, financial services, the public sector and industry.

Learning outcomes

On completion, participants will be able to:

1. Explain business continuity and resilience, and the structure of ISO 22301.
2. Carry out a business impact analysis and set recovery priorities and objectives.
3. Assess the risks that could disrupt critical activities, including suppliers and technology.
4. Choose practical continuity strategies for people, premises, technology, information and suppliers.
5. Write clear, usable business continuity and incident response plans.
6. Plan and run an exercise, and keep the continuity programme current.

Course programme

The standard three-day programme follows the continuity lifecycle: analyse, plan, then test and improve.

Standard three-day programme

DAY 1	**Foundations and business impact analysis** Resilience and continuity concepts; ISO 22301 and the plan-do-check-act cycle; scope and context; business impact analysis; maximum tolerable disruption, recovery time and recovery point objectives; continuity risk assessment. **Practical:** Business impact analysis for a critical activity in your own organisation
DAY 2	**Strategies and plans** Continuity strategies for people, premises, technology, information and suppliers; third-party and supply chain resilience; incident response structures; writing plans people can use under pressure; communications. **Practical:** Draft a continuity plan for the activity analysed on day 1
DAY 3	**Exercising, maintaining and improving** Types of exercise and how to choose; running a tabletop exercise; performance measures and management review; keeping plans current; building continuity into everyday culture; regulatory context such as DORA and NIS2. **Practical:** Tabletop exercise to test the draft plans, and a programme implementation plan

Other formats

Two days	Combines the strategy, planning and exercising content, with a short business impact analysis completed by participants before the course.
In-company	Can be built around your own critical activities, so participants finish with plans for your organisation rather than examples.

For financial services firms, the course can include an extended module on operational resilience and ICT continuity under the EU Digital Operational Resilience Act (DORA).

Course materials

Every participant receives a complete set of materials, theirs to keep after the course.

Item	Format	Use
Participant workbook	PDF	Reference notes and the analysis and planning templates used throughout the course
Continuity templates	PDF	Business impact analysis, risk assessment and plan templates to reuse afterwards
Course slides	PDF	The full slide set, for participants to take home
Certificate of completion	PDF	Issued to each participant who completes the course

ENQUIRIES AND BOOKINGS

Sentinel Global Solutions

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