MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Executive Leadership and Management

Business Continuity Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2819	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents the Business Continuity Management course, designed to equip participants with the knowledge and skills necessary to develop, implement, and manage effective business continuity plans.

This comprehensive program covers the entire spectrum of business continuity, from risk assessment and strategy development to crisis response and recovery. Participants will gain insights into industry best practices, international standards, and the practical application of business continuity management principles.

Course Outcomes

Upon completion of the Business Continuity Management course, participants will:

1. **Understand Business Continuity Concepts:**
   - Explore the fundamental concepts and principles of business continuity management.
   - Understand the importance of resilience in the face of disruptions.
2. **Risk Assessment and Business Impact Analysis:**
   - Learn effective risk assessment methodologies.
   - Conduct business impact analyses to identify critical functions and dependencies.
3.

Developing Business Continuity Strategies:

- Formulate strategies to ensure the continuity of critical business functions.
- Explore alternative solutions for maintaining operations during disruptions.

4. **Business Continuity Plan Development and Documentation:**
   - Develop comprehensive business continuity plans.
   - Document procedures for effective crisis response and recovery.
5. **Incident Response and Crisis Management:**
   - Establish incident response teams and protocols.
   - Develop crisis management strategies to mitigate the impact of disruptions.
6. **Testing and Exercising Business Continuity Plans:**
   - Design and conduct effective tests and exercises.
   - Evaluate and refine business continuity plans based on testing outcomes.
7. **Continuous Improvement and Monitoring:**
   - Implement a continuous improvement framework for business continuity.
   - Monitor and update plans based on changing business environments and risks.
8. **Compliance with Standards and Best Practices:**
   - Understand international standards and best practices in business continuity.
   - Ensure compliance with regulatory requirements and industry standards.

Course Outline / Curriculum

Module 1: Introduction to Business Continuity Management

- Fundamental concepts and principles
- The importance of resilience in business operations

Module 2: Risk Assessment and Business Impact Analysis

- Effective risk assessment methodologies
- Conducting business impact analyses

Module 3: Developing Business Continuity Strategies

- Formulating strategies for critical business functions
- Alternative solutions for maintaining operations during disruptions

Module 4: Business Continuity Plan Development and Documentation

- Creating comprehensive business continuity plans
- Documenting procedures for crisis response and recovery

Module 5: Incident Response and Crisis Management

- Establishing incident response teams and protocols
- Crisis management strategies to mitigate the impact of disruptions

Module 6: Testing and Exercising Business Continuity Plans

- Designing and conducting effective tests and exercises
- Evaluating and refining plans based on testing outcomes

Module 7: Continuous Improvement and Monitoring

- Implementing a continuous improvement framework
- Monitoring and updating plans based on changing business environments and risks

Module 8: Compliance with Standards and Best Practices

- Understanding international standards and best practices
- Ensuring compliance with regulatory requirements and industry standards

Who Can Attend: This course is suitable for professionals involved in risk management, business operations, crisis management, and those responsible for ensuring the resilience of organizations. It is beneficial for:

- Risk Managers
- Business Continuity Managers
- Emergency Response Coordinators
- Operations Managers
- IT Managers

Corporate Security Professionals

- Compliance Officers

Delivery Format: The Business Continuity Management course, offered by Magna Skills, will be delivered through a mix of lectures, case studies, group discussions, and practical exercises. Real-world scenarios and examples will be used to enhance participants' understanding and application of business continuity management principles. Additionally, guest speakers with expertise in business continuity may be invited to share insights and practical experiences.

Target Audience

Business Continuity, Quality, Audit and IT professionals such as Business Continuity Manager (BCM), Business Continuity Coordinator (BCC), Crisis Manager (CM), IT Disaster Recovery (DR) Manager or anyone with the responsibility for, or involvement with Business Continuity Plans (BCP) and/or Technology and Auditing of Disaster Recovery Plans.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Business Continuity Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____