

## Business Continuity Management Course Details

Department: Executive Leadership and Management

Presented by Magna Skills Development Institute

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Training Coordinator: Denis Wunganayi



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## Course Summary

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 Objectives

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**

### **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.

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A banner image featuring a green background on the left with white and yellow text. On the right, there is a photograph of hands using pens and a stylus on a tablet displaying charts. A stylized logo with orange and green curved lines is overlaid on the right side of the image.

## **Company Overview**

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

### Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

### Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

### Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

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Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
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By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.