



WGG Offshore Academy

Maintaining Business Continuity During A Crisis

(Advanced Diploma Level 5 in Incident Response Management & Recovery)

Course Aims & Objectives

The aim of BCP Training is to equip personnel with the fundamental skills that are required when considering either writing or following a business continuity plan. Delegates attending this training program will be provided with the underpinning knowledge, understanding and skills for them to participate in Business Continuity process within their own company and based on their own company's BCP.

The training includes interactive discussions on crisis scenarios that may occur within the delegates company and operations that require considerations as to maintaining BC.

Course Modules & Competency

The following modules and elements will be delivered:

ELEMENT 1.1 - Overview of Emergency and Crisis Management Structure

Training staff to **explain:**

- 1.1.1** Definition of a Crisis
- 1.1.2** Crisis and Incident management structure and Response Teams
- 1.1.3** Major Emergency classifications and Plans
- 1.1.4** Overriding Emergency Priorities
 - a) People
 - b) Environment
 - c) Asset
 - d) Reputation
 - e) Business Continuity

ELEMENT 1.2 – Business Continuity Planning

Training staff to **explain:**

- 1.2.1** Relationship of Emergency Plans
- 1.2.2** Business critical activities and priorities
- 1.2.3** Risk Management
- 1.2.4** Assets and Threats
- 1.2.5** Components of a BCP
- 1.2.6** Activation of a BCP
- 1.2.7** BCP Templates and Examples

ELEMENT 1.3 – Maintaining a BCP State of Readiness

Training staff to **explain:**

- 1.3.1** Testing of a BCP
- 1.3.2** Maintenance considerations of a BCP
- 1.3.3** Considerations for review of a BCP

Target Group

The target group for this training are the following personnel.

- Senior Management such as Chief Executives / General Managers / Country Managers
- Corporate / Business Support Teams
- Incident Management Team / Crisis Management Team Leaders
- Logistics or Administration Section Chiefs
- HSSE Managers or Emergency Procedure custodians
- Anyone involved in the Business Continuity process within a company

Delegate Pre-requisites

Delegates should have attended or will attend the other units within this Diploma Level 5 in Crisis Management.

Contact Time

The optimum 'contact time' for this training is **8 hours (1 Day)**. This will include post course administration/feedback etc.

Where this training is part of a program of longer duration, the total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.

The contact time is based on the maximum number of delegates undertaking the programme. Where stated, individual module/unit/element timings that are specified within the Standard must be adhered to.