# CBCP (Certified Business Continuity Professional)

1 – 12 February 2027
Accra (Ghana)

UK Traininig
PARTNER



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**Ref:** 3254629_172983 **Date:** 1 – 12 February 2027 **Location:** Accra (Ghana) **Fees:** 7600 GBP

## Introduction

The Certified Business Continuity Professional CBCP certification is a globally recognized credential that validates expertise in business continuity management BCM, disaster recovery, and crisis management. This comprehensive training course is designed to equip professionals with the in-depth knowledge, strategies, and tools required to create, implement, and optimize business continuity plans BCP in alignment with global best practices and standards.

In a world increasingly challenged by complex business environments, cyber threats, and natural disasters, having robust business continuity solutions is critical for ensuring an organization's ability to recover swiftly from disruptions. This course covers every aspect of business continuity, including business continuity planning, risk assessments, and the development of effective business continuity strategies, ensuring the preparedness and resilience of an entire organization.

## Course Objectives

By the end of this course, participants will be able to:

- Understand the BCM Framework - Gain a comprehensive understanding of the business continuity management system BCMS and its components, aligned with international standards such as ISO 22301.
- Develop Comprehensive Business Continuity Plans - Learn how to design, implement, and maintain scalable business continuity plans that help mitigate business risks and support operational continuity during disruptions.
- Conduct Risk Assessments and Business Impact Analysis BIA - Learn how to perform detailed business continuity risk analysis and Business Impact Analyses BIA to identify vulnerabilities and critical dependencies, helping in strategic decision-making.
- Implement Crisis Management Strategies - Develop leadership, communication, and decision-making skills necessary for effective crisis management, ensuring organizational resilience during emergencies.
- Establish and Test Recovery Strategies - Learn how to design robust recovery strategies that meet Recovery Time Objective RTO and Recovery Point Objective RPO metrics for infrastructure, systems, and personnel.
- Ensure Compliance and Governance - Align business continuity solutions with regulatory requirements, industry standards, and governance frameworks to maintain compliance and mitigate legal risks.
- Build a Resilient Organizational Culture - Integrate business continuity principles into the organization's culture, ensuring preparedness and a proactive response capability to any unforeseen event.



Course Outlines

## Day 1: Foundations of Business Continuity Management BCM

- Overview of business continuity and disaster recovery
- The importance of business continuity in a globalized and risk-prone world
- Key concepts, terminology, and international standards ISO 22301, ISO 27001
- Governance, frameworks, and methodologies for business continuity management
- Establishing a Business Continuity Management System BCMS

## Day 2: Governance, Policies, and Frameworks

- Developing and formalizing BCM policies and procedures
- The role of leadership and governance in business continuity management success
- Integrating BCM into Enterprise Risk Management ERM
- Mapping organizational objectives to business continuity strategy goals

## Day 3: Risk Assessment and Business Impact Analysis BIA

- Conducting business continuity risk analysis: tools and techniques
- Business Impact Analysis BIA: Identifying critical functions and dependencies
- Assessing organizational vulnerabilities and threats
- Prioritizing risks and developing strategies for continuity

## Day 4: Strategy Development and Resource Planning

- Crafting recovery strategies for IT and business operations
- Identifying resource needs: personnel, infrastructure, and financial requirements
- Aligning recovery strategies with organizational priorities
- Developing risk treatment and contingency plans

## Day 5: Business Continuity Plan Development

- Structuring and documenting comprehensive business continuity plans
- Developing scenario-based contingency plans
- IT disaster recovery planning IT DRP
- Ensuring RTO and RPO alignment with business objectives

## Day 6: Crisis Communication and Stakeholder Management

- Designing crisis communication plans
- Managing stakeholder expectations during disruptions
- The role of media and public relations in crisis scenarios
- Decision-making under pressure: leadership in crisis situations



## Day 7: Testing and Exercising Business Continuity Plans

- Developing protocols for plan testing and exercises
- Conducting tabletop and full-scale simulation drills
- Analyzing results and implementing improvements
- Key Performance Indicators KPIs and metrics for measuring plan effectiveness

## Day 8: Continuous Improvement and Plan Maintenance

- Establishing protocols for regular plan reviews and updates
- Adopting agile principles in business continuity management for adaptability
- Addressing emerging risks and new threats
- Leveraging technology and automation in BCM maintenance

## Day 9: Compliance and Industry Standards

- Business continuity and regulatory compliance GDPR, HIPAA, etc.
- Aligning with international standards ISO 22301, NIST
- Auditing and assessing the effectiveness of BCM programs
- Managing third-party risks and dependencies

## Day 10: Embedding Resilience and Certification Preparation

- Cultivating a culture of resilience across the organization
- Change management and business continuity integration
- Preparing for the CBCP certification exam: tips and strategies
- Final review, Q&A, and next steps for continuing professional development

# Why Attend This Course: Wins & Losses!

- Develop expertise in business continuity management and disaster recovery, positioning yourself as a key player in your organization's crisis management strategy.
- Learn how to apply international standards such as ISO 22301 to enhance your organization's resilience and ensure a smooth recovery during disruptions.
- Prepare for the Certified Business Continuity Professional CBCP certification exam, earning a globally recognized credential that will significantly advance your career in business continuity.
- Gain the ability to respond effectively to crises, design recovery strategies, and protect your organization's critical assets.
- Strengthen your organization's ability to recover swiftly from any disruption through hands-on, practical training that focuses on real-world challenges.



## Conclusion

This comprehensive training course provides a unique opportunity to develop essential skills in business continuity management and disaster recovery, ensuring that you are equipped to face future challenges and build a resilient, prepared organization. By completing the course, you will be well-prepared to pass the CBCP certification exam and gain global recognition for your ability to handle crises, develop effective recovery strategies, and create a resilient business continuity process.

**Join us to enhance your continuing professional development and become a leader in business continuity planning.**

