

Business Continuity and Crisis Management  
Comprehensive Course

*Tokyo (Japan)*

*24 March - 4 April 2025*

UK Training

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# Business Continuity and Crisis Management Comprehensive Course

Code: LM28 From: 24 March - 4 April 2025 City: Tokyo (Japan) Fees: 7900 Pound

## Introduction

Welcome to the Advanced Course on Business Continuity and Crisis Management. In today's rapidly changing and uncertain business landscape, organizations are increasingly exposed to various risks and potential crises that can significantly impact their operations and reputation. It is essential for organizations to develop robust business continuity strategies and frameworks to ensure their resilience and effectively manage crises. This course is designed to provide you with the most modern and advanced knowledge and skills in the field of business continuity management. By the end of this course, you will be equipped with the tools and techniques necessary to proactively plan for and respond to disruptions, ensuring the long-term survival and success of your organization.

## Course Objectives

- Understand the strategic importance of business continuity and crisis management in today's business landscape.
- Explore the latest trends, best practices, and emerging technologies in business continuity solutions.
- Develop a comprehensive understanding of risk assessment methodologies and the business continuity planning process.
- Learn how to design and implement an effective business continuity management system tailored to your organization's needs.
- Enhance your crisis management skills, including crisis communication and decision-making under pressure.
- Gain insights into the legal, regulatory, and ethical considerations in business continuity and crisis management.
- Identify and address the unique challenges and risks associated with different types of crises e.g., natural disasters, cyber-attacks, pandemics.
- Develop strategies for testing, exercising, and continuously improving your organization's business continuity plans.
- Understand the role of leadership in fostering a resilient and crisis-ready organizational culture.
- Develop metrics and measurement strategies to evaluate the effectiveness of business continuity and crisis management initiatives.

## Course Outlines

### Day 1: Introduction to Business Continuity and Crisis Management

- Understanding the concepts and principles of business continuity and crisis management.
- The impact of disruptions on organizations and the need for proactive planning.
- Current trends and advancements in the field of business continuity management.

### Day 2: Risk Assessment and Business Impact Analysis

The logo for UK Training Partner features the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a chessboard with several chess pieces (a king, a queen, a rook, and a knight) in gold and silver, set against a background of concentric circles.

- Techniques for identifying and assessing business continuity risks and vulnerabilities.
- Conducting a business impact analysis to prioritize critical processes and resources.
- Evaluating the potential consequences of disruptions on business operations.

### Day 3: Designing and Implementing Business Continuity Management

- Developing a business continuity strategy and framework.
- Creating business continuity plans and procedures.
- Integrating business continuity into the organizational structure and culture.

### Day 4: Crisis Management and Communication

- Understanding the stages of crisis management and the role of crisis teams.
- Effective crisis communication strategies and stakeholder management.
- Decision-making and problem-solving in high-pressure situations.

### Day 5: Testing, Exercising, and Continuous Improvement

- Strategies for testing and exercising business continuity plans.
- Conducting post-incident reviews and lessons learned.
- Continuously improving business continuity and crisis management capabilities.

### Day 6: Legal, Regulatory, and Ethical Considerations

- Overview of relevant laws and regulations impacting business continuity and crisis management.
- Ethical implications of crisis decision-making and communication.
- Compliance requirements and best practices for organizational governance.

### Day 7: Understanding Different Types of Crises

- Identifying various crisis scenarios: natural disasters, technological failures, pandemics, and reputational crises.
- Assessing the unique challenges each type of crisis presents.
- Case studies of organizations that successfully navigated different types of crises.

### Day 8: Leadership in Crisis Situations

- The role of leadership in fostering a resilient organizational culture.
- Strategies for effective leadership during a crisis, including maintaining morale and communication.
- Building and training crisis management teams to enhance organizational response capabilities.

### Day 9: Developing and Implementing a Crisis Response Plan

- Steps to create a comprehensive crisis response plan tailored to your organization's needs.
- Importance of stakeholder engagement and collaboration in crisis management.
- Scenario planning and drills to prepare for potential crises.

### Day 10: Metrics and Evaluation of Business Continuity and Crisis Management

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the chessboard.

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- Identifying key performance indicators KPIs for measuring the effectiveness of business continuity plans.
- Techniques for conducting audits and evaluations of crisis management practices.
- Developing a framework for ongoing assessment and refinement of business continuity strategies.

### Conclusion

Upon completion of this course, participants will have a robust understanding of business continuity, including its definition, meaning, and lifecycle. You will be prepared to implement effective business continuity management processes and strategies, ensuring that your organization is resilient and well-equipped to handle potential crises. This course emphasizes the importance of business continuity certification and training to enhance organizational readiness and adaptability in an ever-evolving business environment.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

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**BLACKBIRD**  
FOR TRAINING

 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

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