



مركز الوقت للتدريب
Time Training Center

BUSINESS CONTINUITY MANAGEMENT COURSE



Introduction

The Business Continuity Management course equips professionals with the knowledge and tools to prepare for, respond to, and recover from disruptive events that threaten organizational operations. This course is ideal for risk managers, compliance officers, IT leaders, and operations professionals aiming to ensure business resilience. With growing regulatory expectations and increased risk from cyber threats, natural disasters, and global disruptions, having a robust continuity plan is more essential than ever. Participants will gain insights into international standards, risk assessments, recovery strategies, and the development of effective business continuity plans.

Learning Objectives

- Understand the principles of business continuity
- Conduct risk and business impact assessments
- Develop practical business continuity strategies
- Create and maintain a continuity management plan
- Align continuity efforts with global standards
- Test and update recovery procedures effectively

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Risk and compliance professionals
- IT and information security managers
- Operations and facilities heads
- Business continuity and disaster recovery teams
- Professionals responsible for resilience planning

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.

Course Outline

Module 1: Introduction to Business Continuity Management

- Definitions and key concepts
- Importance and benefits of BCM
- Overview of global standards (ISO 22301)

Module 2: Risk Assessment and Business Impact Analysis (BIA)

- Identifying risks and threats
- Conducting a Business Impact Analysis
- Determining Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)

Module 3: Business Continuity Strategies

- Strategy development approaches
- Selecting continuity and recovery options
- Integration with operational processes

Module 4: Developing the Business Continuity Plan (BCP)

- Components of a comprehensive BCP
- Roles, responsibilities, and communication protocols
- Documentation and plan maintenance

Module 5: Testing, Exercising, and Reviewing the Plan

- Types of testing and drills
- Evaluating effectiveness
- Updating and continuous improvement of the plan

Module 6: Embedding Business Continuity into the Organization

- Building a continuity culture
- Training and awareness initiatives
- Governance, audit, and compliance considerations

Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors for this course are seasoned risk management and continuity planning experts with over 10 years of experience across industries including finance, IT, and critical infrastructure. They have supported organizations in building ISO-compliant continuity frameworks and are skilled at translating regulatory requirements into practical strategies. All trainers are vetted for expertise and delivery excellence. Detailed profiles will be shared upon scheduling.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

Contact us at
Time Training Center
Office 901
Khalaf Al Otaiba Tower,
Electra Street - Abu Dhabi - United Arab Emirates
Phone: +97126713828
Whatsapp: +971558564000
E-mail: info@timetraining.ae