



Business Continuity and Contingency Planning (24-hour training)

Course Summary

MassMEP's "Business Continuity and Contingency Planning" is designed for companies who are interested in the assistance of the development, implementation, and maintenance of a process to mitigate risk to business due to unforeseen circumstances (i.e. natural disasters, business interruptions, pandemics, etc.). The course will provide training in:

- **The identification of potential risks to address (8 hours)**
Participants will learn how to assess and plan for the control that will be necessary for business continuity and contingency plan. The activity will undertake a GAP analysis approach to identify, plan for and act on issues necessary to enable an organization to proactively implement systems to enable the least amount of disruption possible in the event of unforeseen circumstances.
- **The development of a business continuity and contingency plan (8 hours)**
Participants will learn how to develop and document controls that will be necessary for business continuity and contingency plan. Once areas of concern are identified, the activity will focus on training on the development of controls needed to counter the issues of concern.
- **The implementation and verification of business continuity and contingency plan effectiveness (8 hours)**
Participants will learn how to implement and review (assess) the control that are necessary for business continuity and contingency plan

When an organization proactively plans to avoid and mitigate any risk associated with the disruption of its activities, the organization is better prepared to handle unforeseen challenges. Though not strictly pertaining to just pandemics or natural disasters, a business continuity/contingency plan determines detailed steps to issue guidance of how to move forward by utilizing existing means of control, training, and management of operations when risk has been established. This will assure interested parties (customers, vendors, etc.) that your organization is able to remove obstacles and have secondary methods to ensure product or service is uninterrupted.

This 3-day training course is designed for personnel at all levels of the organization. The skills acquired are transferable to any organization the trainees work for in the future.

Course Length – 3 Days (24 hours)