



Business Continuity Implementation and Exercise Training Course

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Overview

Business Continuity Implementation and Exercise Training Course is a five-day practitioner course for continuity coordinators, risk managers, operations leaders, and internal exercise teams. Participants convert approved policy and business impact priorities into usable response structures, continuity procedures, activation controls, exercise evidence, and improvement actions. Agile Leaders Training Center presents business continuity implementation as an operating discipline that connects ownership, decisions, resources, rehearsal, and maintenance.

Who Should Attend

- Business continuity coordinators responsible for operationalizing approved arrangements
- Risk managers linking disruption scenarios with treatment and response priorities
- Operations leaders accountable for critical products, services, and recovery resources
- Internal exercise teams that design, facilitate, observe, and evaluate simulations
- Governance and assurance personnel who track corrective actions and plan maintenance

The course assumes participants understand basic continuity concepts and need practitioner tools for implementation and exercise delivery. It does not provide certification or conformity assessment.

Departments and Industries

The course supports functions and sectors that must turn continuity commitments into repeatable operating capability.

- Business continuity, enterprise risk, resilience, and emergency management
- Operations, supply chain, facilities, technology, and corporate services
- Financial services, telecommunications, utilities, and transport
- Government, healthcare, education, and public services
- Manufacturing, logistics, hospitality, and professional services

Learning Objectives

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



- Translate business impact priorities into implementation requirements
- Assign continuity ownership, authority, escalation, and decision rights
- Select workable continuity strategies and resource arrangements
- Build activation procedures and role-based response checklists
- Design a tabletop exercise with objectives, injects, and evidence criteria
- Evaluate exercise observations and identify capability gaps
- Convert findings into owned corrective actions and an improvement plan
- Establish a maintenance cycle for plans, records, training, and exercises

Course Agenda

Day 1: Implementation Scope and Priorities

- Continuity Implementation Scope Map
- Business Impact Priority Translation Sheet
- Critical Dependency and Resource Register
- Disruption Scenario Assumption Log
- Implementation Stakeholder Responsibility Matrix

Day 2: Strategies and Operating Procedures

- Continuity Strategy Selection Matrix
- Minimum Resource Requirement Profile
- Alternative Operating Arrangement Worksheet
- Supplier and Interdependency Action Card
- Procedure Drafting Quality Checklist

Day 3: Activation and Response Coordination

- Plan Activation Threshold Matrix
- Continuity Response Structure Chart
- Role-Based Action Checklist
- Escalation and Decision Log
- Operational Status Reporting Template

Day 4: Exercise Design and Evidence

- Tabletop Exercise Objective Sheet
- Scenario Narrative and Inject Sequence
- Participant and Facilitator Brief
- Exercise Observation Evidence Guide
- Evaluation Criteria and Rating Record



Day 5: Improvement and Maintenance

- Exercise Debrief and Finding Register
- Corrective Action Ownership Tracker
- Continuity Improvement Plan
- Plan Review and Maintenance Calendar
- Capstone Exercise: Continuity Implementation and Exercise Pack

Practical Exercises

The course uses applied workshops to connect continuity priorities with procedures, exercises, evidence, and improvement.

- Suggested activity: translate impact priorities into resource and procedure requirements.
- Suggested activity: select continuity strategies for a service disruption with constrained resources.
- Suggested activity: build and facilitate a tabletop exercise using timed scenario injects.
- Suggested activity: evaluate observations and assign corrective actions with owners and due points.

Frequently Asked Questions

How is business continuity implementation different from writing a plan?

Implementation assigns owners, resources, procedures, activation controls, communication routines, exercises, evidence, and maintenance so the plan can operate during disruption.

What kind of exercise does the course develop?

Participants design a structured tabletop exercise with defined objectives, a scenario, timed injects, participant roles, observation evidence, and evaluation criteria.

Does the course certify an organization against a standard?

No. The course uses recognized continuity management concepts for practitioner development but does not provide certification, audit, or conformity assessment.

How are exercise findings converted into improvement?

Findings are defined against evidence, assigned to accountable owners, prioritized, given completion points, and monitored through an improvement plan.

What will participants take back to work?

Participants leave with a Continuity Implementation and Exercise Pack containing priority, strategy, activation, exercise, evaluation, corrective-action, and maintenance tools.



Conclusion

Participants leave able to move continuity arrangements from approval into operation. They connect impact priorities with strategies, roles, procedures, activation decisions, exercise evidence, and corrective actions. The Continuity Implementation and Exercise Pack provides a structured basis for testing and maintaining continuity capability.



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