



BCM-470: DEVELOPING A BCM TRAINING AND LEARNING ROADMAP

COURSE DESCRIPTION

An initiative by BCM Institute to launch the first course to equip Organisation BCM coordinators to work together with their learning and development/human resource team to implement a training roadmap for business continuity, disaster recovery and crisis management/communication personal. This one-day facilitated workshop will guide each participant to develop and customise their organisational BCM training roadmap

The course is targeted specifically at management with BCM responsibilities, designated organisational BCM managers, business unit BCM coordinators and managers, human resource managers, learning and development managers and anyone responsible for the career development and BCM competency building for their organisation's BCM, disaster and crisis management colleagues.

The course will introduce the essential steps of developing a training roadmap in the event of a crisis, including the types of training awareness programmes and training delivery methods for a crisis, the types of disruptions caused by a crisis, and how to evaluate the effectiveness of a training programme.



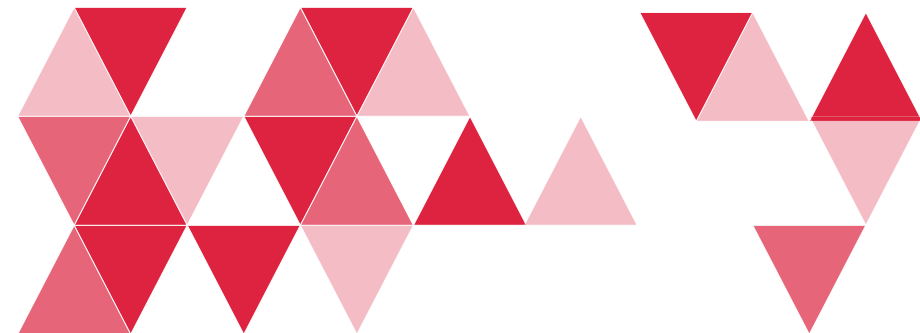
COURSE OBJECTIVE

At the end of the course, participants will possess the knowledge and expertise to Develop and Implement Training Roadmap for Crisis Situations, which include being able to do the following:

- Determine the necessary crisis response and recovery activities to be executed by the respectively designated personnel within the organisation.
- Identify types of disruptive activities affecting the organisation and the skill set needed to address the events.
- Identify the competency gaps of key employees to prepare the training roadmap.
- Develop training roadmap for employees by the organisation's business continuity and crisis management plan
- Identify types of training delivery methods suitable for the various level of employees.
- Identify types of training and awareness programmes.
- Design and deliver training programmes to key employees by training and awareness policy.
- Evaluate the effectiveness of training programmes by performance criteria and refine the programme accordingly.

WHO SHOULD ATTEND ?

- Senior management with BCM responsibilities
- Learning and Development/ Human Resource professionals
- Organisation BCM Coordinator (BCM Manager)
- Business unit BCM Coordinator
- Business Unit Heads
- Business Continuity Managers
- Crisis Management and IT Disaster Recovery Managers from all industries.



PRE-REQUISITE

- No pre-requisites are needed for the course

COURSE DURATION

1 Day

COURSE CONTENT

DAY 1 BCM-470

Determining Crisis Response and Recovery Activities

- Identify disruptive events resulting in crisis or business continuity plan activation
- Determine necessary crisis response and recovery activities

Identifying Competency Gap

- Determine the respective professionals and teams designated with BCM responsibilities
- Identify the competency gaps for each of the BCM grouping


Developing Training Roadmap

- Learn the process of implementing a training roadmap
- Develop training roadmap in accordance to an organisation

Designing and Delivering Training Programmes

- Identify benefits of BCM training and awareness programme
- Design the training delivery methods
- Develop the types of training and awareness programmes
- Develop awareness programme delivery strategies
- Design and deliver training programmes

COURSEWARE AND DESCRIPTION

Day	1
Handbook	
Competency Level	MANAGE

The first **10 confirmed** and **registered participants** will receive a copy of the

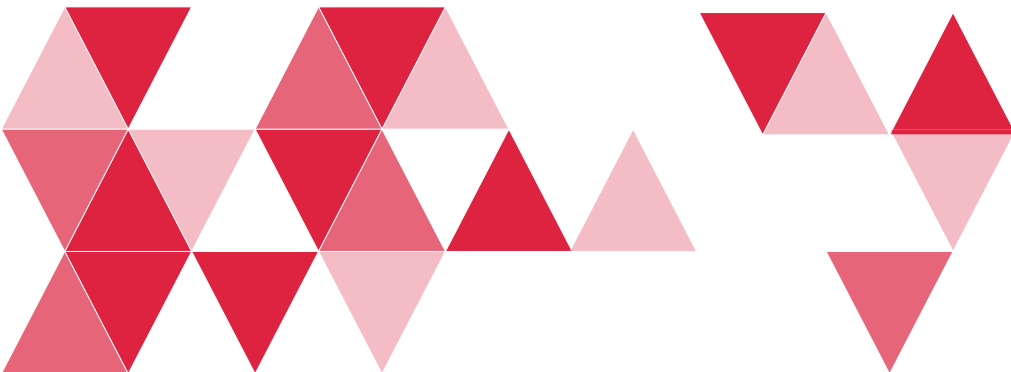


A Manager's Guide to Implement Your BCM Training and Learning Roadmap



Dictionary of Business Continuity Management 5th Series

Scan for more Course Details



YOUR INVESTMENT


Course Code	BCM-470
Duration	1 Day
Course Fee	MYR 1,800 (Public)
	MYR 1,500 (For participants holding active certification from BCM Institute)
*HRDF Claimable	



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