

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Access Control Systems and Visitor Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Controlling who enters buildings and sensitive areas is a cornerstone of security. This course covers access control and visitor management: access policies and zoning, card and biometric systems, integration with CCTV and alarms, visitor and contractor processes, credential management, audits and system administration.

Weak access control undermines every other security measure. You will learn to design and manage access control effectively.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Zoning design exercises, system demonstrations, process mapping and audit case studies.

Course objectives

By the end of this course, participants will be able to:
• Develop access control policies and zones
• Compare access technologies including biometrics
• Integrate access control with other security systems
• Design visitor and contractor processes
• Manage credentials and access rights
• Audit access control effectiveness

Target audience

This course is suitable for:
• Security managers and officers
• Facility managers
• IT and security system administrators
• Reception and front-of-house managers
• Risk managers



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Target competencies

Participants will develop competencies in:

- Zoning design
- Technology selection
- Process design
- Credential management
- Auditing

Course outline

Day 1: Access Control Principles

09:00–10:08	Purpose
10:08–11:00	Zoning
11:00–11:30	**Coffee break**
11:30–11:45	Zoning (continued)
11:45–12:53	Policies
12:53–14:00	Exercise

Day 2: Technologies

09:00–10:08	Cards and readers
10:08–11:00	Biometrics
11:00–11:30	**Coffee break**
11:30–11:45	Biometrics (continued)
11:45–12:53	Mobile credentials
12:53–14:00	Demonstration

Day 3: Integration

09:00–10:08	CCTV and alarms
10:08–11:00	Lockdown
11:00–11:30	**Coffee break**



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11:30–11:45	Lockdown (continued)
11:45–12:53	Data and privacy
12:53–14:00	Workshop

Day 4: Visitors and Contractors

09:00–10:08	Visitor processes
10:08–11:00	Contractor access
11:00–11:30	**Coffee break**
11:30–11:45	Contractor access (continued)
11:45–12:53	Escorting
12:53–14:00	Exercise

Day 5: Administration

09:00–10:08	Credential life cycle
10:08–11:00	Access reviews
11:00–11:30	**Coffee break**
11:30–11:45	Access reviews (continued)
11:45–12:53	Audits
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,890.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
London Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Barcelona Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,840.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,540.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Rome Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,890.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Barcelona Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,840.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Paris Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,860.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Vienna Confirmed dates	3 May 2027	7 May 2027	**€2,940.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	17 May 2027	21 May 2027	**€2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Cape Town Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,890.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Dubai Confirmed dates	28 Jun 2027	2 Jul 2027	**€3,150.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Vienna Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,940.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	23 Aug 2027	27 Aug 2027	**€3,150.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Frankfurt Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Istanbul Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Rome Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,450.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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