

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Business Continuity Planning and ISO 22301

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Business continuity ensures that critical activities continue or recover quickly after disruption. This course covers business continuity management aligned with ISO 22301: context and scope, business impact analysis, risk assessment, continuity strategies, plans and procedures, exercising, performance evaluation and continual improvement.

Organisations without tested continuity plans struggle to recover from disruptions. You will learn to build a continuity system that works.

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

Standard walkthroughs, BIA exercises, plan development workshops and tabletop exercises.

Course objectives

By the end of this course, participants will be able to:
• Explain business continuity concepts and ISO 22301
• Define scope and continuity policy
• Conduct business impact analysis and risk assessment
• Select continuity strategies
• Develop continuity plans and procedures
• Exercise, evaluate and improve the continuity system

Target audience

This course is suitable for:
• Business continuity managers
• Risk managers
• Operations and IT managers
• Compliance professionals
• Department heads



Course content

Target competencies

Participants will develop competencies in:

- Continuity planning
- Impact analysis
- Strategy selection
- Plan writing
- Exercising

Course outline

Day 1: Continuity Foundations

09:00–10:08	Disruption risks
10:08–11:00	ISO 22301 overview
11:00–11:30	**Coffee break**
11:30–11:45	ISO 22301 overview (continued)
11:45–12:53	Policy and scope
12:53–14:00	Exercise

Day 2: Impact and Risk

09:00–10:08	Business impact analysis
10:08–11:00	Recovery objectives
11:00–11:30	**Coffee break**
11:30–11:45	Recovery objectives (continued)
11:45–12:53	Risk assessment
12:53–14:00	Workshop

Day 3: Strategies

09:00–10:08	Continuity options
10:08–11:00	Resources
11:00–11:30	**Coffee break**



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11:30–11:45	Resources (continued)
11:45–12:53	Suppliers
12:53–14:00	Exercise

Day 4: Plans

09:00–10:08	Plan structure
10:08–11:00	Procedures
11:00–11:30	**Coffee break**
11:30–11:45	Procedures (continued)
11:45–12:53	Communication
12:53–14:00	Drafting workshop

Day 5: Exercising and Improvement

09:00–10:08	Exercise types
10:08–11:00	Performance evaluation
11:00–11:30	**Coffee break**
11:30–11:45	Performance evaluation (continued)
11:45–12:53	Improvement
12:53–14:00	Tabletop exercise

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	23 Nov 2026	27 Nov 2026	**€1,890.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Vienna Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,940.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Barcelona Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,840.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Vienna Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,940.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Frankfurt Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,650.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Rome Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Dubai Confirmed dates	26 Apr 2027	30 Apr 2027	**€3,150.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**€2,650.–**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	31 May 2027	4 Jun 2027	**€2,840.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Rome Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,890.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
London Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Dubai Confirmed dates	27 Sept 2027	1 Oct 2027	**€3,150.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,890.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
London Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,860.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**€3,150.-**
Online Confirmed dates	13 Dec 2027	17 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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