

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Continuity Planning for Small and Medium Businesses

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

Small and medium businesses are especially vulnerable to disruption but often lack time and resources for complex plans. This course provides a practical, simplified approach to continuity planning: identifying critical activities, simple risk assessment, low-cost strategies, a concise plan, communication and testing.

Many small businesses never reopen after a major disruption. You will leave with a simple, workable continuity plan.

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

Guided plan development, templates, case studies and short exercises.

Course objectives

By the end of this course, participants will be able to:
- Identify critical activities and resources
- Assess key risks simply
- Choose low-cost continuity strategies
- Write a concise continuity plan
- Plan communication with staff and customers
- Test and update the plan

Target audience

This course is suitable for:
- Small business owners and managers
- Office and operations managers
- Start-up founders
- Family business managers
- Advisers to SMEs



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Target competencies

Participants will develop competencies in:

- Critical activity analysis
- Risk assessment
- Strategy selection
- Plan writing
- Testing

Course outline

Day 1: Why Plan

09:00–10:08	SME vulnerabilities
10:08–11:00	Case studies
11:00–11:30	**Coffee break**
11:30–11:45	Case studies (continued)
11:45–12:53	Planning approach
12:53–14:00	Exercise

Day 2: Critical Activities

09:00–10:08	Key products and services
10:08–11:00	Dependencies
11:00–11:30	**Coffee break**
11:30–11:45	Dependencies (continued)
11:45–12:53	Priorities
12:53–14:00	Workshop

Day 3: Risks and Strategies

09:00–10:08	Simple risk assessment
10:08–11:00	Low-cost strategies
11:00–11:30	**Coffee break**



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11:30–11:45	Low-cost strategies (continued)
11:45–12:53	Suppliers
12:53–14:00	Exercise

Day 4: Writing the Plan

09:00–10:08	Plan template
10:08–11:00	Contacts and communication
11:00–11:30	**Coffee break**
11:30–11:45	Contacts and communication (continued)
11:45–12:53	IT and data
12:53–14:00	Drafting

Day 5: Testing

09:00–10:08	Simple exercises
10:08–11:00	Updating
11:00–11:30	**Coffee break**
11:30–11:45	Updating (continued)
11:45–12:53	Insurance
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)
Vienna Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,940.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Barcelona Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,840.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Cape Town Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,890.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Paris Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,860.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Amsterdam Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,540.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Vienna Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,940.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**€2,650.–**
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	24 May 2027	28 May 2027	**€2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**€3,150.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,450.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,840.-**



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.-**
Istanbul Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,650.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**€3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Rome Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Rome Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 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

info@smart-horizon.eu
Amsterdam
The Netherlands

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