

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

# Recovery Time Objectives and Continuity Requirements

5 days | Classroom training | English

**SMART HORIZON**

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The Netherlands

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# Course content

## Why attend

Recovery time objectives and recovery point objectives define how quickly activities and data must be restored after disruption. This course explains how to determine RTOs, RPOs and minimum service levels through business impact analysis, validate them with leadership, translate them into resource and IT requirements and test whether they can be met.

Unrealistic recovery objectives lead to underinvestment or wasted spending. You will learn to set objectives that reflect real business needs.

## 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

Impact analysis exercises, objective-setting workshops, gap analysis and case studies.

## Course objectives

By the end of this course, participants will be able to:
• Explain RTO, RPO and related concepts
• Assess impacts of disruption over time
• Set recovery objectives for activities and data
• Define minimum service levels and resources
• Translate objectives into IT and resource requirements
• Test and validate recovery capability

## Target audience

This course is suitable for:
• Business continuity professionals
• IT disaster recovery managers
• Risk managers
• Department heads
• Auditors



# Course content

## Target competencies

Participants will develop competencies in:

- Impact analysis
- Objective setting
- Requirement definition
- Gap analysis
- Validation

## Course outline

### Day 1: Recovery Objectives

| | |
|---|---|
| **09:00–10:08** | RTO, RPO and MTPD |
| **10:08–11:00** | Why they matter |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Why they matter (continued) |
| **11:45–12:53** | Common mistakes |
| **12:53–14:00** | Exercise |

### Day 2: Impact Over Time

| | |
|---|---|
| **09:00–10:08** | Impact categories |
| **10:08–11:00** | Time-based analysis |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Time-based analysis (continued) |
| **11:45–12:53** | Dependencies |
| **12:53–14:00** | Workshop |

### Day 3: Setting Objectives

| | |
|---|---|
| **09:00–10:08** | Activity objectives |
| **10:08–11:00** | Data objectives |
| **11:00–11:30** | **Coffee break** |



# Course content

| | |
|---|---|
| **11:30–11:45** | Data objectives (continued) |
| **11:45–12:53** | Leadership validation |
| **12:53–14:00** | Exercise |

## Day 4: Requirements

| | |
|---|---|
| **09:00–10:08** | Resources |
| **10:08–11:00** | IT requirements |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | IT requirements (continued) |
| **11:45–12:53** | Third parties |
| **12:53–14:00** | Case study |

## Day 5: Validation

| | |
|---|---|
| **09:00–10:08** | Capability gaps |
| **10:08–11:00** | Testing |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Testing (continued) |
| **11:45–12:53** | Reporting |
| **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) |
|---|---|---|---|
| Istanbul<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€2,650.-** |
| Online<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€1,250.-** |
| Dubai<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€3,150.-** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€1,250.-** |
| London<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€1,250.-** |
| Dubai<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€3,150.-** |
| Online<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€1,890.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€1,250.–** |
| Rome<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€1,250.–** |
| Vienna<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€2,940.–** |
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€1,250.–** |
| Barcelona<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€2,840.–** |
| Online<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Dubai<br>Confirmed dates | 31 May 2027 | 4 Jun 2027 | **€3,150.-** |
| Online<br>Confirmed dates | 31 May 2027 | 4 Jun 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,450.-** |
| Online<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,250.-** |
| Vienna<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **€2,940.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **€1,250.-** |
| Frankfurt<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€1,250.-** |
| London<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Cape Town<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€1,250.-** |
| Barcelona<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€2,840.-** |
| Online<br>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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