

BCM010:

BCM TRAINING AND BCP DOCUMENT REVIEW



What is it	What it involves	Who should participate
<p>BCM001: Facilitation of training offered to relevant personnel with responsibility in the Business Continuity Management framework and Review of current BCP</p>	<p><u>Deliverable:</u> Introduction to BCM and training based on the Client's BCP Framework and review of BCP document in line with better practice</p> <hr/> <ul style="list-style-type: none"> • Awareness of existence of business continuity arrangements • Understanding of responsibilities before, during and after a disruption / emergency • Key personnel equipped to provide awareness training to their Staff. • Independent review or current BCP with an improvement action plan 	<ul style="list-style-type: none"> • Key personnel with a role to play in Council's current BCP. • Alternatively, Senior management and core services representatives including: <ul style="list-style-type: none"> ○ HR, IT, Communications, Facilities & Finance ○ Any personnel responsible for a critical business function.
	<p><u>Outcome:</u></p> <ul style="list-style-type: none"> • Improvement recommendations resulting from the document review for Council consideration and implementation • A well informed, confident and prepared personnel • Increased confidence in their roles and ability to respond to a significant event. • Report outlining the review findings and improvement recommendations where relevant. 	<p style="text-align: center;">How long</p> <ul style="list-style-type: none"> • Virtual only training session; approx. 1.5 to 2 hours; no limit on number of attendees
		<p style="text-align: center;">Pre –Session Requirements</p> <ul style="list-style-type: none"> • Current BCP and any related documentation • Organisational structure