

PROFESSIONAL PRACTICES FOR BUSINESS CONTINUITY PLANNERS: AWARENESS AND TRAINING PROGRAMS

SUBJECT AREA 7: AWARENESS AND TRAINING PROGRAMS

Prepare a program to create and maintain corporate awareness and enhance the skills required to develop and implement the Business Continuity Management program or process and its supporting activities.

A. The Professional's Role is to:

- 1. Establish Objectives and Components of Corporate BCM Awareness and Training Program**
- 2. Identify Functional Awareness and Training Requirements**
- 3. Develop Awareness and Training Methodology**
- 4. Acquire or Develop Awareness and Training Tools**
- 5. Identify External Awareness and Training Opportunities**
- 6. Identify Alternative Options for Corporate Awareness and Training**

B. The Professional Should Demonstrate a Working Knowledge in the Following Areas:

- 1. Define Awareness and Training Objectives**
- 2. Develop and Deliver Various Types of Training Programs** as appropriate
 - a. Computer-based
 - b. Classroom
 - c. Test-based
 - d. Instructional guides and templates
- 3. Develop Awareness Programs**
 - a. Management
 - b. Team members
 - c. New employee orientation and current employee refresher program
- 4. Identify Other Opportunities for Education**
 - a. Professional business continuity planning conferences and seminars
 - b. User groups and associations
 - c. Publications and related Internet sites