

Business Continuity & Disaster Recovery Planning

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Course Overview

Business Continuity & Disaster Recovery Planning is a comprehensive, knowledge-based training program designed to help new managers and emerging leaders understand how organizations prepare for disruptions, manage crises, and recover critical operations effectively. In today's volatile business environment, managers are increasingly expected to maintain operational stability, protect teams, and support continuity decisions even when unexpected events occur.

This course positions business continuity and disaster recovery as essential leadership responsibilities rather than purely technical or operational topics. As part of leadership training for new managers, it strengthens managerial awareness of risk, resilience, and decision-making under pressure. Participants gain a structured understanding of continuity planning frameworks, managerial roles, and governance principles that directly support workplace stability and organizational confidence.

Key Outcomes

- By the end of this program, participants will be able to explain the core principles of business continuity and disaster recovery planning
- By the end of this program, participants will be able to identify managerial responsibilities during disruptions and crisis situations
- By the end of this program, participants will be able to distinguish between business continuity planning and disaster recovery planning
- By the end of this program, participants will be able to recognize operational risks that threaten business continuity
- By the end of this program, participants will be able to support continuity strategies at team and departmental levels
- By the end of this program, participants will be able to participate effectively in continuity planning discussions and reviews
- By the end of this program, participants will be able to communicate continuity expectations clearly to their teams

- By the end of this program, participants will be able to apply leadership fundamentals to continuity and recovery governance

Who Should Attend

- First-time managers and newly appointed supervisors
- Team leaders and unit heads with operational responsibilities
- High-potential employees preparing for management roles
- Department managers involved in critical processes
- Project leaders responsible for service or operational continuity
- Professionals in operations, administration, finance, human resources, compliance, and support functions

Prerequisites: No prerequisites. This first-time manager training program is suitable for participants without prior experience in continuity or risk management.

Course Outline by days

Day 1 Foundations of Business Continuity for New Managers

- Understanding business continuity as a leadership responsibility
- Key concepts and terminology explained for non-technical managers
- The role of management in organizational resilience
- Impact of disruptions on people, processes, and performance
- Linking continuity planning to management skills training

Day 2 Disaster Recovery Concepts and Managerial Oversight

- Understanding disasters and operational disruption scenarios
- Differences between continuity planning and recovery planning
- Managerial accountability during recovery phases
- Coordination between teams and support functions
- Supervisor leadership program perspective on recovery readiness

Day 3 Risk Identification and Business Impact Awareness

- Identifying operational and organizational risks
- Understanding critical activities and dependencies

Day 4 Crisis Response Roles Communication and Decision-Making

- Managerial roles during incidents and crisis situations
- Communication responsibilities before during and after disruptions
- Supporting teams under pressure and uncertainty
- Escalation paths and decision authority
- Leadership development for team leaders in crisis response

Day 5 Embedding Continuity Planning into Management Practice

- Integrating continuity awareness into daily leadership behavior
- Supporting organizational continuity plans at team level
- Monitoring preparedness without operational burden
- Lessons learned and continuous improvement mindset
- Preparing managers for sustained resilience and recovery

Methodology

The course is delivered using a primarily theoretical and structured methodology designed for professional managers and supervisors. Content is presented through clearly defined concepts, continuity planning frameworks, governance models, and simplified organizational scenarios. The approach aligns with a new manager leadership course philosophy, focusing on understanding roles and responsibilities rather than technical execution.

Interaction is balanced between individual reflection and light group discussions, allowing participants to exchange perspectives without engaging in complex simulations or workshops. Training materials include structured summary sheets, a comprehensive workbook, and easy-to-use reference templates that support learning in an office environment. Any practical elements are minimal and limited to simple exercises such as completing a basic continuity checklist or participating in a short knowledge review. Optional pre-work or post-course follow-up materials may be provided upon request only.

Assessment & ROI

In-session assessment is conducted through short quizzes, guided question-and-answer segments, and recap discussions during the sessions. These methods ensure participants understand key concepts and can relate them to their management responsibilities as part of leadership training for new managers.

available only upon request and are not part of the standard course delivery.

Instructor Profile

Instructor assignment depends on the delivery date and city. We work with a global pool of trainers. Please contact us to confirm the most suitable available instructor for this course based on schedule and location.

Conclusion

Business Continuity & Disaster Recovery Planning equips new managers with essential leadership knowledge to support organizational resilience, protect operational stability, and lead teams confidently during disruption. As a practical and structured leadership fundamentals course, it strengthens management capability, supports continuity culture, and reinforces readiness across the organization. Participants receive a certificate of completion, and organizations may request customized delivery formats including onsite, online, or blended options with flexible duration to match business needs. Contact us to discuss how this program can be tailored to your organization's continuity objectives.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

Website

www.skillslab-training.com

Email

info@skillslab-training.com

Phone

+123 456 7890

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www.skillslab-training.com · info@skillslab-training.com · +123 456 7890