



A Vanguard EMC Learning Workshop

EXERCISING THE BUSINESS CONTINUITY PLAN

A two day interactive workshop program teaching the techniques to achieve success and the processes required to design, manage, and evaluate exercises for Business Continuity and Emergency Plans.

This is an exciting learning opportunity with plenty of hands on development work that takes the participant through the step by step details of planning, designing, managing, controlling and evaluating exercises. Participants use the techniques learned in the first day and a half of the workshop to conduct and participate in a 1 hour tabletop exercise during the second afternoon.

Seminar materials include a 3 ring binder with the presentation slides, 29 templates in both hard and soft copies consisting of 26 design and evaluation forms, a tabletop exercise development guide and 2 post-exercise report formats. The seminar is designed to be fast paced with many opportunities for participation and discussion.

Topics presented, discussed and practiced:

- BC exercise concepts
- Planning the exercise
- Develop an exercise program
- Develop exercise scenarios
- Prepare a single exercise activity list
- Develop the scope and objectives for an exercise
- Define the roles for:
 - Exercise Director
 - Design team
 - Controllers
 - Evaluators, Observers, and Auditors
- Senior management participation
- Develop problem sets and inject times
- Prepare a briefing and de-briefing summary
- Develop evaluation criteria
- Manage the exercise activities
- Evaluate the exercise
- Create post-exercise reports

Workshop Price: \$945.00 for the 2 days including workshop materials mentioned above, continental breakfast and refreshments. All templates are non-copyright and can be used as desired by participants.

This workshop is delivered by an experienced exercise practitioner on the Vanguard EMC team.

See our website www.VanguardEmergency.com for workshop dates and locations or contact us at info@VanguardEmergency.com or Toll Free at 866-275-3941

Exercise Workshop Tools and Templates Included with the Course Material

All tools, templates and reports provided with this workshop are in MS Word, PowerPoint and Excel formats. The documents are license free and are fully editable by participants for use in their own organizations. A valuable time-saver!

- Exercise Planning Checklist
- Exercise Budget Planner
- Exercise Program Annual Schedule
- Exercise Project Control Summary
- Single Exercise Schedule
- Exercise Communiqué
- Scope & Objectives Worksheet
- Approval Request
- Scenario Idea List
- Scenario Development Worksheet
- Exercise Team Members and Assignments
- Problem Set/Inject Development Worksheet
- Master Problem Set list
- Problem Sets & Inject Time Worksheet
- Participant Worksheet
- Exercise Briefing Guide
- Briefing Summary Worksheet
- De-briefing Guide
- News Information Form
- Observer feedback
- Participant feedback
- Evaluator Record Worksheet
- General Exercise Evaluation
- Full Tabletop Exercise Planning Guide – 11 pages
- Exercise Evaluation Cross Reference Tool
- First Impressions Report Template - PowerPoint
- Final Exercise Report Template – 20 pages