

Finally, a solution for small and medium-sized businesses to develop a business continuity plan (BCP) and program!

- You recognize the need for a BCP because the market value that took years to build can be destroyed in minutes by a crisis or disruption.
- You know that insurance helps you finance your recovery, but it doesn't provide the strategy or the actions you need to follow during a disruption - to ensure you can still deliver your products or services to your customers.
- You have faced the common obstacles to BCP development such as: excessive analysis; overwhelming amount of information; and, overly complex practices that don't seem to apply to your business.

The Guided Approach™ solution is much more than just a simple course or workshop. It is a **guided learning experience** where you finish the program with tangible results - **a completed BCP for your location** and the know-how to sustain it. A program where participants:

- Attend six manageable session segments
- Apply what they learn in each training session to develop their own BCP
- Use templates, tools and videos supplied during the course – confident that help is only a phone call away
- Receive individual support during their plan development
- Develop and document strategies and actions at their location for emergency response, crisis management and communication, and recovery: Finish with a completed BCP for their location
- Benefit from peer support and interaction in a small group setting
- Attend the course with another person from your company (at no extra cost) to develop a single plan (so you have a backup)
- Assume NO risk to enroll - you can drop the course within 30 days of your first session and receive a full refund

Contact us for more details about the program or to discuss your unique business continuity needs.

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“We were immediately blown away. Out of the gates CHC’s approach was different. Their primary concern was helping us to be self-sufficient without overlaying unnecessary complexity and cost on our small company.”

- Dave Kamins, Chief Security Officer, Litle & Co.

Program Outline:

By the end of the program, **you will develop your own BCP** that includes:

- **Emergency Response** – actions and information required to stabilize the environment and ensure the safety and welfare of your staff
- **Crisis Management and Communication** – actions and information required to establish effective crisis decision-making and effective communication to all internal and external constituents
- **Recovery** – actions, resources and information required to bring your operations and Information Technology back to normal as quickly as possible

Between each session, CHC consultants work individually with each participant to support and guide their location plan development efforts and reinforce concepts presented in each session.

It is important that each participant has enough time between sessions to apply the knowledge toward developing each plan component and their entire plan.

The Guided Approach™ to Business Continuity Plan and Program Development includes the following sessions and activities:

- **Session One:** Introduction to Business Continuity Management; Project Management and Startup
- **Session Two:** Emergency Response and Contacts
- **Session Three:** Operational Recovery
- **Interim Review via WebEx**
- **Session Four:** Crisis Management and Crisis Communication
- **Session Five:** Supporting Information (Plan Appendices)
- **Session Six:** Governance, Testing, and Maintenance
- **Individual Wrap-Up**

Up to 30 hours of individual consulting is included during the program to ensure each participant understands and is able to apply their acquired knowledge each step of the way as they develop their own BCP.