



London TDM

Information Technology and Digital Transformation Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 16 November 2025 To 20 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

In today's unpredictable business environment, having a robust business continuity and disaster recovery plan is crucial for minimizing potential disruptions and safeguarding business operations. This 5-day professional course provides participants with comprehensive knowledge and practical skills to develop, implement, and manage effective business continuity and disaster recovery strategies.

Objectives

- Understand the principles and importance of business continuity and disaster recovery planning.
- Learn how to assess risks and vulnerabilities within an organization.
- Gain expertise in designing and implementing a comprehensive business continuity and disaster recovery plan.
- Develop skills to conduct regular testing and maintenance of continuity plans.
- Enhance communication strategies to effectively manage crisis situations.

Course Outlines

Day 1: Introduction to Business Continuity and Disaster Recovery

- Definition and importance of business continuity
- Key concepts and terminology
- The business impact analysis process
- Risk assessment and management
- Legal and regulatory requirements

Day 2: Developing a Business Continuity Plan

- Components of a business continuity plan
- Establishing a business continuity team
- Creating policies and procedures
- Resource allocation and management
- Communications planning and stakeholder engagement

Day 3: Designing a Disaster Recovery Plan

- The difference between business continuity and disaster recovery
- Identifying critical IT assets and systems
- Developing recovery strategies and solutions
- Creating a disaster recovery site
- Data backup and restoration techniques

Day 4: Implementation and Maintenance

- Implementing the continuity and recovery plans
- Staff training and awareness programs
- Testing and simulation exercises
- Monitoring plan effectiveness

- Plan review and continuous improvement

Day 5: Managing and Responding to Crisis Situations

- Crisis management and communication strategies
- Effective decision making under pressure
- Coordinating with external stakeholders
- Addressing psychological impacts on employees
- Post-crisis recovery and lessons learned