



London TDM

# Information Technology and Digital Transformation Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 29 March 2026 To 02 April 2026

**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