



Business Risk Management and Recovery

2-day course



This course provides tuition for

IWFM level 4 qualification unit FM4.06

IWFM level 5 qualification unit FM5.04

See 'Professional Recognition' section below for details

Aim

1. To provide Facilities Managers with in-depth knowledge of the key requirements for effective implementation of business risk management and disaster recovery.
2. To introduce and explain the concept of risk management in respect of non-speculative risks as this relates to the IWFM Level 4 and 5 Learning Outcomes/Assessment Criteria.

Objectives

By the end of this course you will have an understanding of:

The principles of risk management

The Facilities Manager's responsibilities

Strategies for business continuity plans, reviewing and updating

How to restore services

Aspects of a disaster recovery plan

The systems and processes that need to be in place to manage the incidents, emergencies and disasters

The need to evolve and adapt to new threats

Description

No organisation is immune to severe disruption of its activities from unforeseen incidents that may develop into disasters. Government data suggests that organisations without an effected, tested emergency plan and trained staff have a high probability of failing should an emergency arise.

No responsible manager can afford to ignore the danger to employees, the loss of essential assets and the overall financial impact. Existing legislation (as well as standards imposed by Regulators such as the FSA) together with recent proposals for new legislation covering the management of major emergencies means that many companies will have to ensure that they are fully prepared for a disaster.

Have you planned for the impact on your own areas of responsibility and across the organisation? Does your company have an up to date plan to deal with current threats?

Content

Risk Management

- What is a risk?
- Different types of risk
- The principles of risk management
- The Facilities Manager's responsibilities
- How to reduce risk on a day to day basis

Business Continuity

- What is a business continuity plan?
- How can services be restored?
- Monitoring the effectiveness of your business continuity planning
- Review and update strategies for business continuity plans

Disaster Recovery

- Attributes of a disaster recovery plan
- the systems and processes that need to be in place to manage the incidents, emergencies and disasters
- Review and update strategies for disaster recovery plans
- Case Study: Managing a disaster

New threats and risks

- The ever-changing risk landscapes
- The need to evolve and adapt

2 Day Programme

Day 1

0930 **Welcome and Introduction**

0945 Risk Management
What is risk?
Legal obligations
Common risks in FM

1030 **Tea and coffee**

1045 Principles of risk management

1230 **Lunch**

1330 Preparing a risk assessment

1500 **Tea and coffee**

1515 Preparing a risk assessment exercise
Other types of risk affecting FM and
Property

1600 Summary and close

1615 Questions

1630 **Close**

Day 2

0930 **Welcome and any questions or comments**

0945 Business Continuity
Introduction and overview
Writing a Business Continuity Plan

1030 **Tea and coffee**

1045 Writing a Business Continuity Plan (continued)

1230 **Lunch**

1330 Disaster Recovery
Introduction and Overview

1345 The Disaster Recovery Plan
Development of the plan

1500 **Tea and coffee**

1515 Execution of the plan

1600 Summary and close – A case study

1615 Questions

1630 **Close**

Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



This course also provides tuition for
IWFM level 4 qualification unit FM4.06
IWFM level 5 qualification unit FM5.04

'Business Risk Management & Recovery' is accredited to provide tuition for IWFM level 4 qualification unit FM4.06 and IWFM level 5 qualification unit FM5.04. Please note that these units **alone** do not constitute complete qualifications. Please contact us on 020 7469 1398 or email info@quadrilect.co.uk for a qualifications brochure and further guidance on enrolment.

How do I book?

Telephone: 020 7469 1398

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