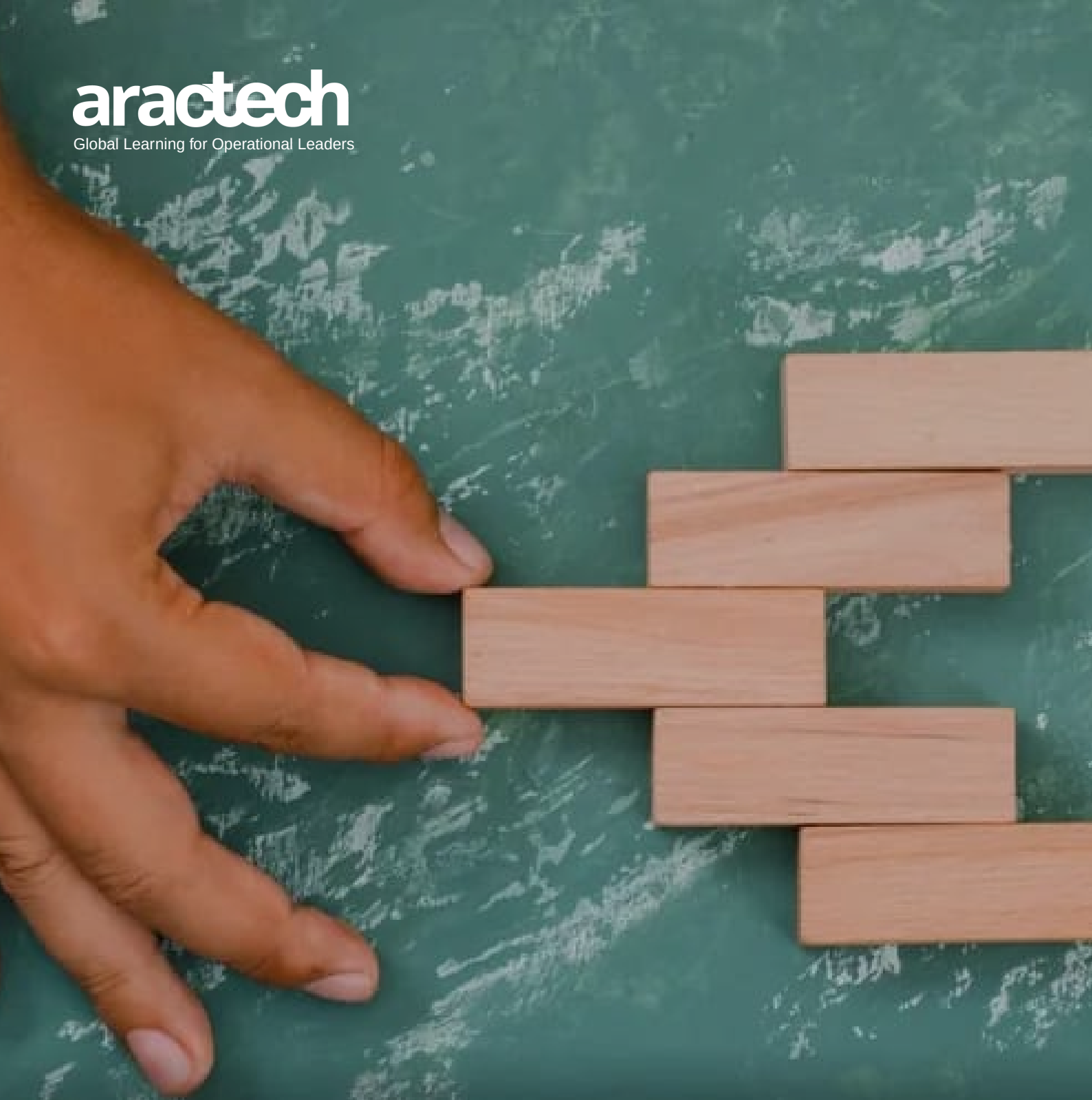




BUSINESS CONTINUITY AND CRISIS MANAGEMENT | BCCM-013

Business Continuity for Small and Medium Enterprises

Contact

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Address

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Course content

Why Attend

SMEs are often more vulnerable to disruptions but have fewer resources for continuity planning. A simple, practical continuity plan can make the difference between survival and closure.

This Aractech course covers SME risks, simple impact analysis, practical continuity strategies, IT and data protection, supplier and customer continuity, insurance, crisis communication and testing on a small budget. Participants write a practical SME continuity plan.

Course Methodology

- Practical workshops
- Templates
- Case studies
- Group discussions
- Plan writing

Course Objectives

- Identify key risks for SMEs
- Prioritise critical activities
- Develop practical continuity strategies
- Protect IT, data and key information
- Manage suppliers, customers and insurance
- Test and maintain a simple plan

Target Audience

- SME owners and managers
- Operations managers in small firms

Course content

- Office managers
- Consultants supporting SMEs

Course outline

Detailed course outline

Day-by-day outline for Business Continuity for Small and Medium Enterprises.

Day 1 - SME Risks

- 09:00-09:45 | Why continuity matters
- 09:45-10:30 | Common disruptions
- 10:30-11:00 | Risk assessment
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Risk assessment (continued)
- 11:45-12:30 | Insurance basics
- 12:30-14:00 | Exercise: Risk list

Day 2 - Critical Activities

- 09:00-09:45 | Simple impact analysis
- 09:45-10:30 | Priorities
- 10:30-11:00 | Dependencies
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Dependencies (continued)
- 11:45-12:30 | Recovery times
- 12:30-14:00 | Workshop: Critical activities

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Day 3 - Continuity Strategies

- 09:00-09:45 | People
- 09:45-10:30 | Premises
- 10:30-11:00 | IT and data
- 11:00-11:30 | Coffee break
- 11:30-11:45 | IT and data (continued)
- 11:45-12:30 | Suppliers
- 12:30-14:00 | Exercise: Strategy selection

Day 4 - Communication and Customers

- 09:00-09:45 | Crisis communication
- 09:45-10:30 | Customers
- 10:30-11:00 | Staff
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Staff (continued)
- 11:45-12:30 | Reputation
- 12:30-14:00 | Case study: SME recovery

Course outline

Detailed course outline

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Day 5 - Plan and Testing

- 09:00-09:54 | Writing the plan
- 09:54-10:48 | Testing
- 10:48-11:00 | Maintenance
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Maintenance (continued)
- 12:12-13:06 | Low-cost tools
- 13:06-14:00 | Capstone: SME continuity plan

Seminar dates

Available seminar dates

Live dates and pricing for Business Continuity for Small and Medium Enterprises generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Rome	Classroom	€3,460
14 - 18 December 2026	Munich	Classroom	€3,225
18 - 22 January 2027	Rome	Classroom	€3,460
15 - 19 February 2027	Kuala Lumpur	Classroom	€1,925
15 - 19 March 2027	Barcelona	Classroom	€2,815
19 - 23 April 2027	London	Classroom	€2,315
17 - 21 May 2027	Munich	Classroom	€3,225
21 - 25 June 2027	Rome	Classroom	€3,460
19 - 23 July 2027	Munich	Classroom	€3,225
16 - 20 August 2027	Rome	Classroom	€3,460

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