aractech
Global Learning for Operational Leaders



BUSINESS CONTINUITY AND CRISIS MANAGEMENT | BCCM-024

Exercising and Testing Business Continuity Plans

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.

aractech
Global Learning for Operational Leaders

Course content

Why Attend

A continuity plan that has never been exercised is little more than an assumption. Exercises reveal gaps in plans, build the confidence and skills of response teams, test technology and recovery arrangements, and provide evidence to boards, auditors and regulators that the organisation can respond when needed.

This Exercising and Testing Business Continuity Plans training course teaches participants how to design, run and evaluate exercises that deliver genuine value. Participants learn about different exercise types, from discussion-based walkthroughs to full live tests, how to write scenarios and injects, how to facilitate and control exercises and how to capture and act on lessons learned.

Course Methodology

• The course is hands-on. Participants take part in several exercise formats, then work in teams to design a complete exercise including scenario, injects, timeline and evaluation criteria. Each team runs its exercise for the rest of the group and leads the debrief.

Course Objectives

• Explain the purpose and benefits of exercising and testing

• Select appropriate exercise types for different objectives

• Develop an exercise programme aligned with organisational risk

• Set clear exercise aims, objectives and scope

• Write realistic scenarios, injects and supporting materials

• Facilitate, control and observe exercises effectively

Target Audience

• Business continuity managers and coordinators

• Emergency and crisis management planners

• IT disaster recovery managers

Global Learning for Operational Leaders

Course content

- Risk and resilience professionals

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Exercising and Testing Business Continuity Plans.

Day 1 - Principles of Exercising

- 09:00-09:27 | Why exercises are essential for continuity capability
- 09:27-09:54 | The difference between exercises and tests
- 09:54-10:21 | Discussion-based, functional and full-scale exercises
- 10:21-11:00 | Building a multi-year exercise programme
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Building a multi-year exercise programme (continued)
- 11:45-12:39 | Standards and good practice for exercising
- 12:39-13:06 | Common reasons exercises fail to add value
- 13:06-14:00 | Experience: a short discussion-based exercise

Day 2 - Planning an Exercise

- 09:00-09:30 | Defining aims, objectives and success criteria
- 09:30-10:00 | Choosing participants, format and venue
- 10:00-11:00 | Exercise planning team roles and timelines
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Managing risks and safety during live exercises
- 12:00-12:30 | Gaining management support and participation
- 12:30-13:00 | Briefing participants without revealing the scenario
- 13:00-14:00 | Workshop: planning an exercise for your organisation

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Exercising and Testing Business Continuity Plans.

Day 3 - Scenario and Inject Design

- 09:00-09:49 | Building credible scenarios from real risks
- 09:49-10:14 | Writing a master events list and timeline
- 10:14-11:00 | Designing injects to test specific objectives
- 11:00-11:30 | Coffee break
- 11:30-11:33 | Designing injects to test specific objectives (continued)
- 11:33-11:58 | Media, social media and stakeholder injects
- 11:58-12:22 | Creating supporting maps, documents and role cards
- 12:22-13:11 | Adjusting pace and difficulty during the exercise
- 13:11-14:00 | Workshop: writing scenario and injects

Day 4 - Running the Exercise

- 09:00-10:00 | Roles of the exercise director, controllers and observers
- 10:00-10:30 | Facilitation techniques for discussion exercises
- 10:30-11:00 | Controlling the flow of live exercises
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Observation and recording of performance
- 12:00-12:30 | Handling unexpected events during exercises
- 12:30-13:00 | Technology recovery tests and their evidence
- 13:00-14:00 | Team delivery: running a designed exercise

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Exercising and Testing Business Continuity Plans.

Day 5 - Evaluation and Improvement

- 09:00-09:54 | Hot debriefs and structured post-exercise reviews
- 09:54-10:21 | Evaluating performance against objectives
- 10:21-11:00 | Writing exercise reports with clear findings
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Writing exercise reports with clear findings (continued)
- 11:45-12:12 | Turning lessons into actions with owners and dates
- 12:12-12:39 | Tracking actions and verifying closure
- 12:39-13:33 | Reporting exercise results to management and auditors
- 13:33-14:00 | Personal action plan for exercising and testing

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	London	Classroom	**€2,915**
4 - 8 January 2027	Barcelona	Classroom	**€2,275**
11 - 15 January 2027	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	Rome	Classroom	**€2,830**
1 - 5 February 2027	London	Classroom	**€2,915**
8 - 12 February 2027	Barcelona	Classroom	**€2,275**
15 - 19 February 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
22 - 26 February 2027	Vienna	Classroom	**€3,425**
8 - 12 March 2027	London	Classroom	**€2,915**
15 - 19 March 2027	Barcelona	Classroom	**€2,275**
22 - 26 March 2027	Frankfurt	Classroom	**€2,175**
1 - 5 March 2027	Amsterdam	Classroom	**€3,215**
19 - 23 April 2027	London	Classroom	**€2,915**
26 - 30 April 2027	Barcelona	Classroom	**€2,275**
5 - 9 April 2027	Frankfurt	Classroom	**€2,175**
12 - 16 April 2027	Cape Town	Classroom	**€1,825**
24 - 28 May 2027	London	Classroom	**€2,915**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
3 - 7 May 2027	Barcelona	Classroom	**€2,275**
10 - 14 May 2027	Frankfurt	Classroom	**€2,175**
17 - 21 May 2027	Dubai	Classroom	**€2,845**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	London	Classroom	**€2,915**
19 - 23 July 2027	Barcelona	Classroom	**€2,275**
26 - 30 July 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	Istanbul	Classroom	**€2,825**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
16 - 20 August 2027	London	Classroom	**€2,915**
23 - 27 August 2027	Barcelona	Classroom	**€2,275**
2 - 6 August 2027	Frankfurt	Classroom	**€2,175**
9 - 13 August 2027	Kuala lumpur	Classroom	**€2,425**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
4 - 8 October 2027	London	Classroom	**€2,915**
11 - 15 October 2027	Barcelona	Classroom	**€2,275**
18 - 22 October 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
25 - 29 October 2027	Munich	Classroom	**€2,425**
8 - 12 November 2027	London	Classroom	**€2,915**
15 - 19 November 2027	Barcelona	Classroom	**€2,275**
22 - 26 November 2027	Frankfurt	Classroom	**€2,175**
1 - 5 November 2027	Paris	Classroom	**€2,810**
20 - 24 December 2027	London	Classroom	**€2,915**
27 - 31 December 2027	Barcelona	Classroom	**€2,275**
6 - 10 December 2027	Frankfurt	Classroom	**€2,175**
13 - 17 December 2027	Rome	Classroom	**€2,830**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Exercising and Testing Business Continuity Plans generated from the course details page.

Date	Location	Format	Fee
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**