



Emergency Planning College

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Dear Colleague,

Thank-you for registering for **Maintaining a Business Continuity Management Culture – Addressing the Complexity Issues of Supply Chains**. This is the most advanced course we offer in Business Continuity Management and we anticipate that most delegates will have already completed our BCM Awareness course and the BCM Development course. This course is for the more experienced Business Continuity manager / co-ordinator who is familiar with the BCM requirements of the CCA and who want to explore some of the complexities in more detail. In order to get the most out of the course please read the information below and prepare for the course as suggested.

1. **What to do now:** Review your organisation's BCM arrangements and make an assessment of the progress being made. Revisit your BC plan and assess how it addresses the components that enable you to deliver your critical functions e.g. supply chain issues, procurement considerations, a training and exercising programme, roles and responsibilities, etc.
2. **What to bring to the course:** Participants have found it helpful to bring their BC plans (even if in draft form) with them to the event. Also when reviewing your BC arrangements as described above, please make notes and bring these with you.
3. **How the course is delivered:** The course will be interactive with presentations by college trainers and visiting speakers followed by group and individual exercises that help you apply the concepts to your own situation. You will be encouraged to share experiences and to ask questions as this helps everyone to learn.

We look forward to seeing you at the college and please do not hesitate to contact our course support team if you have any queries.

Yours faithfully

Course Support Manager

