



# DRJ

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## BC PRIMER COURSE

### WHO SHOULD TAKE THIS COURSE

- Anyone searching for knowledge and understanding of business continuity and resiliency
- Any team of professionals looking to strengthen and standardize their methodology
- Any entry level professional with the responsibility of implementing a BC program
  - Anyone looking to invest in their career and understanding of business continuity and resiliency

## THE EXTRAORDINARY PRACTITIONER

**DRJ Academy** provides an online platform to complete world-class self-paced education and BC training. The Academy's **BC Primer Course** will help you redefine your skill-set and expand your expertise. Representing a breakthrough in the design, approach, and delivery of a BC program, the **BC Primer Course** will equip you with the abilities and competencies needed to achieve a state of readiness to face any challenge for your organization. This course will help tailor your resiliency program to your specific needs, walking you through the strategic and tactical process of launching a new BC program, restoring a broken program, or reestablishing an abandoned BC program.

Every organization requires practitioners to be properly trained, and sufficiently motivated in order to execute the planning process and to promote the value to day-to-day operations. **DRJ Academy** will not only give your organization a resilient advantage, but it will also give you the confidence to take on greater leadership responsibilities, and become a truly extraordinary practitioner.



[DRJ.COM/ACADEMY](https://drj.com/academy)



# COURSE DURATION

**\$449**

**9 CHAPTERS,  
32 SESSIONS,  
8+ HOURS OF LEARNING CONTENT  
6 MONTHS OF NETWORKING MEETINGS**

The primer course includes **8+ hours of instruction** with **six months of access** to the learning platform. The student is expected to implement what is being learned during this six-month period. This course is designed to provide not only the information and instruction you need but also to coach you through the practical implementation of the program.

- Access live networking opportunities with an expert in the industry
- Learn a unique world class methodology of planning from an experienced professional
- Redefine your skill-set and sharpen your fundamentals
- Gain the confidence you need to establish your BC Program and move up in your company
- Network with other professionals looking to build upon their knowledge of BC
- Expand the trajectory of your career!

## OUR MISSION

**DRJ Academy's mission is to provide a modern-day framework for business continuity education. Whether you are just starting out – or seeking better results – we'll show you how to be agile, smart, systematic, practical, and functional, while helping you design and deliver a sensible business continuity program. Simplicity at its finest.**

**THE BC PRIMER COURSE INCLUDES SIX MONTHS OF REGULAR BI-WEEKLY COACHING SESSIONS WITH THE INSTRUCTOR AND FELLOW PARTICIPANTS, HELPING YOU EXECUTE EACH STEP OF THE LEARNING PROCESS**

**BC PRIMER COURSE**

# BC PRIMER COURSE SKILLS IN DETAIL

## DRJ's BC Primer Orientation

This chapter of the training is designed to ensure you achieve success while taking this course. It covers what it takes to have program success and what is required to be a successful BC planning professional. Most importantly it presents how BC planning can be reimagined when the practitioner's perspective, vision, and execution support organizational collaboration and engagement

- |    |                              |    |                |
|----|------------------------------|----|----------------|
| 1. | Welcome                      | 4. | Key Essentials |
| 2. | Course Success               | 5. | TTX Exercise   |
| 3. | Intro to Business Continuity |    |                |

## Mastering the BC Core Concepts

Mastering BC core concepts is a must if you are to have the necessary expertise to accomplish the desired results. These core concepts are applicable to every BC program and is a must when formulating response strategies and developing plans.

- |    |                          |    |                           |
|----|--------------------------|----|---------------------------|
| 1. | Intro & Terms            | 4. | Principles of Response II |
| 2. | Disaster Timeline        | 5. | Intro to the BC Plans     |
| 3. | Principles of Response I |    |                           |

## Understand BC Fundamentals

There are fundamental components of every effective business continuity process which need to be in place to assure that as the process of planning is carried out, the program objectives and outcomes are achieved

- |    |                            |    |                              |
|----|----------------------------|----|------------------------------|
| 1. | Intro to Skill 2           | 4. | The Resiliency Landscape II  |
| 2. | The Process of BC Planning | 5. | The Organizational Landscape |
| 3. | The Resiliency Landscape I |    |                              |

## How to Rapidly Assess Your Organization

Establishing a program requires much insight and tribal knowledge regarding your organization. In this first skill we will learn what and how to organize the organization, collect and analyze valuable data, set risks appetite, and learn how to leverage the organizational culture for BC purposes.

- |    |                               |    |                  |
|----|-------------------------------|----|------------------|
| 1. | Intro to Skill 3              | 4. | The BIA          |
| 2. | Get to Know your Organization | 5. | The BIA Outcomes |
| 3. | Dependency Analysis           | 6. | GAP Analysis     |

## How to Develop an Effective BC Plan

The documented plan is the centerpiece of the BC program. Get this right and most everything else will fall in place.

1. Intro to Skill 4
2. BC Plan Development
3. Developing Response Strategies

## How to Design Effective Training Programs

Once the plan is in place, now the focus shifts to people. Knowledgeable, trained, and ready people are the building blocks of preparedness. Unequivocally.

1. Intro to Skill 5
2. How to Design & Develop Training Sessions

## How to Conduct Powerful Exercises Every Time

Validating the response theories within the plans and crisis experience are critically important. We accomplish both when we conduct a disaster simulation exercise. This is where everyone has fun!

1. Intro to Skill 6
2. How to Design Powerful Exercises
3. The Fire Exercise

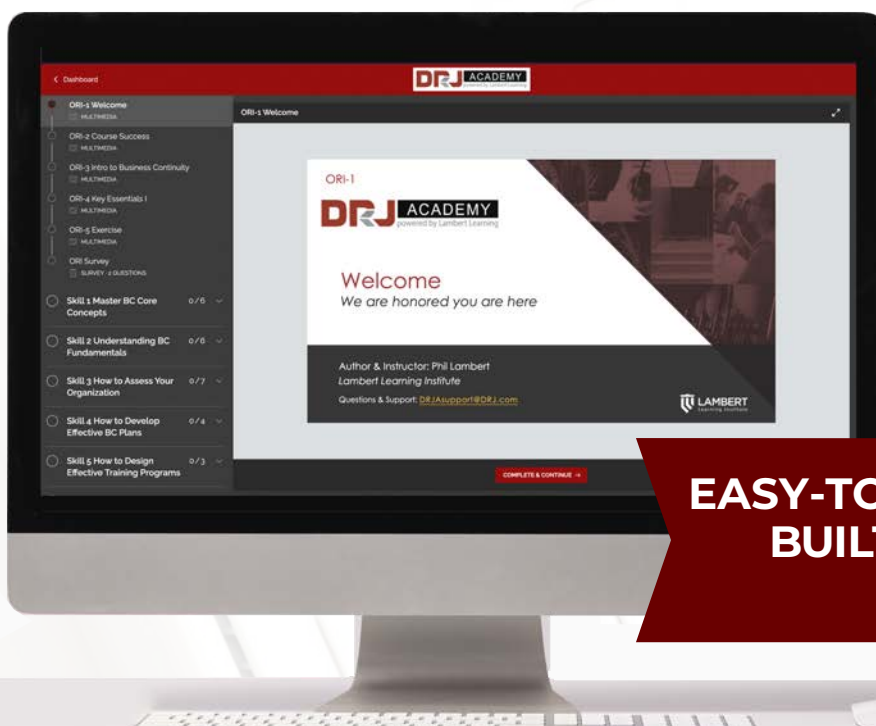
## How to Measure Results That Matter

Learn what and how to measure results which raise the significance of your program. We will learn what sets of data gain the greatest results with each different team audience

1. Intro to Skill 7
2. Measuring Outcomes & Capability

## Wrap Up, Next Steps, & Congratulations

1. Next Steps & Final Thoughts



**EASY-TO-FOLLOW ONLINE COURSE  
BUILT OF SKILLS-FOCUSED AND  
SELF-PACED INSTRUCTION**





With Course Author and Instructor  
**Phil Lambert**  
**Lambert Learning Institute, LLI**



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## Contact Us

1862 Old Lemay Ferry Rd.  
Arnold, MO 63010  
(636) 282-5800  
drjacademy@drj.com



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