

## Public Sector Continuity (GCLE 2000)

**Duration:** 4.5 Days (Four full days of instruction 8:30 a.m. – 5:00 p.m., followed by one half-day Examination 8:30 a.m. – 12:00 p.m.)

32 Continuing Education Activity Points (CEAPs) may be awarded toward recertification if applicable

**Examination:** Public Sector Examination

**Cost:** \$2,750.00

### Description

**Protect your agency's mission essential functions.**

**GCLE 2000 provides you with takeaway tools that will help you build or refine your program.**

Whether you call it continuity, resiliency, COOP, or something else entirely, the focus is the same: keeping your agency's organization up and running through any crisis. This course prepares you to lead a continuity planning effort that will protect mission essential functions while meeting the unique needs of federal, state, and local public sector agencies and organizations. You will learn the "how" the tactical skills and tools to implement a program along with the "what" requirements of the Federal Continuity Directive. Developed with public sector professionals in mind and using the language, terminology, and issues specific to the field, the course is taught by instructors experienced in the public sector.

You'll learn how to build a program based on the most up to the minute information and the most utilized and time tested standard in the field because the DRI International Professional Practices for Business Continuity Management are just that. Newly revamped and long the leading standard, the Professional Practices are the foundation upon which this four day, in depth, hands on course is built. An experienced instructor using real world examples and interactive workshop exercises will walk you through the key elements of continuity management, making this the perfect course for those who are relatively new to the profession and want a thorough, leave no stone unturned educational experience.

The participatory nature of the course immerses you in the learning process, enables you to learn by doing, and ensures that you leave having outlined a firm foundation for your program that is specific to your entity. Additionally, the course as well as the revamped supporting material provided to every student is designed to give you all the tools you need to pass the Public Sector Examination and continue on the path toward becoming a DRI Certified Public Sector Continuity Professional (CPSCP) or Associate Public Sector Continuity Professional (APSCP).

### Objective

1. Identify the Continuity of Operations (COOP) approach
2. Recognize the terms and methodologies presented in the courseware
3. Prepare to pass the Public Sector Qualifying Examination with a minimum passing grade of 75%



For more information, visit [drii.org](http://drii.org).

## Outline

### Lesson 1: Program Initiation

- Learn the justification for COOP, as well as applicable regulations and directives
- Learn the four pillars of continuity management, how to establish a continuity program, COOP planning objectives, COOP program roles, the continuity planning team, and the continuity implementation process

### Lesson 2: Risk Management

- Familiarize yourself with the basic concepts of risk management as well as the methodologies and models used in the COOP
- Learn the process to identify, control, and minimize the impact of uncertain events, as well as how this process supports the continuity program by identifying critical risks to organizational readiness and strategies that best mitigate risks

### Lesson 3: Mission Function Identification and Analysis

- Learn how to identify mission-essential functions, conduct a business process analysis (BPA), conduct a business impact analysis (BIA), and develop BPA and BIA reports and leadership presentations
- Explore methodologies, terms, and definitions, such as primary mission-essential function, mission-essential function, recovery time objective (RTO), recovery point objective (RPO), and acceptable exposure to loss

### Lesson 4: Emergency Preparedness and Management

- Learn how to identify the potential types of emergencies and the responses required
- Learn to identify, review, and improve existing emergency response procedures as well as how to recommend new emergency procedures

### Lesson 5: Continuity of Operations Plan (COOP) Development

- Gain an understanding of COOP plan requirements, viable COOP plan elements, types of COOP plans, and a sample plan table of contents
- Learn how to design and develop continuity plans to ensure an agency and its organizations can continue to perform mission-essential functions and primary mission-essential functions during emergencies

### Lesson 6: Tests, Training and Exercises (TT and E)

- Learn the basics of continuity testing, training, and exercise (TT and E) program needs to identify positions requiring training or cross-training



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- Learn about individual and team training, internal agency testing and exercising of continuity plans and procedures, refresher training for continuity personnel, and interagency exercises

#### **Lesson 7: Continuity Plan Maintenance and Audit**

- Learn how to establish a maintenance program to keep COOP plans current and relevant, and to establish an audit process which will validate compliance with regulations and conformity with standards
- Learn how to verify appropriate levels of maintenance and exercise activities in order to validate that COOP plans are correct, accurate, and complete

#### **Lesson 8: Crisis Communications**

- Learn how to establish a crisis communication program
- Learn how to develop the processes and procedures to establish the programs for proactive crisis communication
- Gain an understanding of proper crisis communications for the program
- Learn how to implement a crisis communication plan at the time of the disaster event

#### **Lesson 9: Coordination Between External Agencies and the Private Sector**

- Learn how to establish applicable procedures and policies for coordinating the continuity and restoration activities between external agencies (federal, state, territorial, local and tribal governments) and the private sector while ensuring compliance with applicable statutes and regulations

#### **Lesson 10: Continuity Planning Metrics**

- Become familiar with COOP program metrics basics, COOP metrics requirements, and COOP metrics implementation
- Learn how to develop and use metrics to measure and present COOP program performance and effectiveness

#### **Lesson 11: Qualifying Exam Review**

- Prepare for the Public Sector Qualifying Examination by reviewing each of the 10 COOP approach subject areas

#### **Career Track:**

Educate. Certify. Connect.



Protect your agency's mission-essential functions.

Public Sector Continuity (GCLE 2000)  
Public Sector Continuity Review (GCP 501)

APSCP  
CPSCP



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