



EXERCISE MANAGEMENT WORKSHOP

Purpose This program is an initial half-day interactive workshop followed by a one day tutorial spread over two half-days. It enables participants with the ability to prepare and execute exercises. It is aimed at all managers and staff who have responsibility for coordinating or rehearsing their company's response to any situation.

Learning Outcomes On completion of this program participants are able to:

- Prepare exercise instructions.
- Facilitate high-fidelity desktop exercises and live drills.
- Debrief and report upon strengths and areas for improvement.

First Half Day - Exercise Management Workshop

- The relationship between Emergency, Issues, Risk, Safety, Security, Business Continuity and Crisis Management. Response and recovery in the aftermath of outages, incidents, major emergencies and crises in all forms.
- The design of exercises. Preparation of the *Live Participants Brief* and the *Counter Players Brief*. Briefing of counter players and actors.
- Exercise Control. Observed and unobserved actions.
- Post exercise capture of learning outcomes

Second Half Day – Exercise Preparation Tutorial

- Participants work as individuals or in small teams to prepare two exercises with scenarios based upon terrorist actions and flow on impacts from other sectors.

Third Half Day – Exercise Facilitation

- Participants form into an Incident Management Team, counter players and Exercise Control staff and practice the execution of at least three exercises.

Computer & Plans Requirement

- Participants should bring a laptop and soft copies of their company's contingency plans to prepare relevant exercises.

Investment

- \$1,000 per participant. The price includes course materials and certificate of attendance. Companies that provide four or more participants receive a 25% discount.