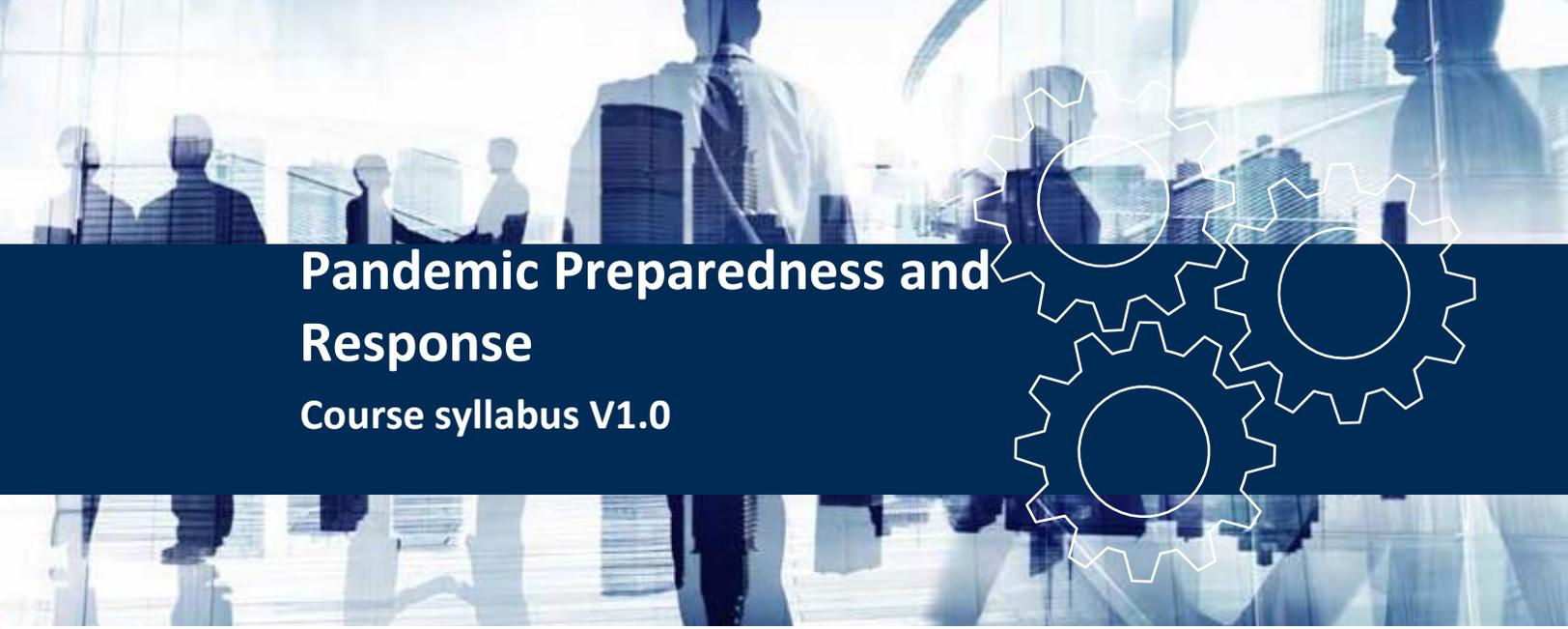**Fifalde**
CONSULTING INC.

Leading Your Business Transformation

Pandemic Preparedness and Response

Course syllabus V1.0

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1. Introduction to the course syllabus

This document provides the detailed outline of the Pandemic Preparedness and Response 1-day course. You will be provided you with:

- Course syllabus
- Presentation material

Pandemic Planning is a documented approach that enables you to prepare for a prevalent and dangerous outbreak of an infectious life-threatening disease that may influence an organization's ability to perform crucial functions.

A pandemic plan should present how an organization will continue to deliver essential services during an event with substantial employee absenteeism. This training course describes also the measures that the organization will implement and apply when coping with pandemics. This intervention explains how the organization will reduce the contact between people to help prevent the outbreak of an infection.

2. Course preparation

There are no preparation or prerequisites for this course.

3. Administrative and logistical activities

There is no specific administrative nor logistical activities for this course.

4. Target group

The target group of the Pandemic Preparedness and Response training is drawn from:

- Business continuity managers

- Members of business continuity teams

- Crisis response team leaders and members

- Owners of small- and medium sized enterprises (SMEs)

- Individuals seeking to ensure the continuity of essential processes in an organization during a pandemic

- Owners, managers, and leaders seeking to ensure the safety and well-being of their employees

    This may also include but is not limited to, business professionals, business managers and business process owners.

5. Benefits of this training

Attending the Pandemic Planning training will help you to:

- Develop a specific pandemic preparedness plan
- Determine how to minimize business disruptions
- Promote awareness about the problems associated with pandemics
- Create a business continuity plan
- Establish strategies on how to cope with interactions involving high customer contacts
- Develop social distancing practices to reduce infections
- Establish telecommuting options

6. Course objectives

This training course is intended to help participants understand and become familiar with the basic concepts with regard to pandemics and find out how to prepare for and respond to a global pandemic.

The second section of the training course discusses pandemics and their impacts, providing information on infectious diseases and pandemics, introducing the common terms related to pandemics, and mentioning the potential impacts of a pandemic. The next three sections, deemed as the crux of the training course, are: (1) Preparing for a pandemic, wherein participants gain knowledge on how to prepare for a pandemic situation as an organization and the measures that should be taken to minimize the impact on the organization's operations; (2) Responding to a pandemic, wherein participants gain knowledge on how to respond to a pandemic, such as activating a pandemic emergency plan, working from home, and social distancing; (3) Communicating during a pandemic, wherein participants gain knowledge on the purpose of communication, including with whom to communicate, what to communicate, where to communicate, what means to use for communicating, and who is responsible to communicate.

This training course is based on the good practices commonly used in ISO standards and guidelines provided by several local and international organizations.

7. Delivery method

6.1 Educational alternatives

This course was designed so that it makes use of the following educational alternatives:

- **Deduction:** Using anecdotes and examples, the training presents use cases before the concepts have even been covered. The students deduct the learning from their own analysis. The topic and its concepts are presented afterwards to demonstrate how theory applies to what was deducted.
- **Questioning:** Asking questions forces participants to stop and think about different variables. It also enables the participants to put the

newly acquired knowledge to the test. Quizzes have been incorporated as part of the training to make sure that the concepts are well understood by the participants.

- **Demonstrating:** Some use cases have been incorporated to the training AFTER the concepts. These serve to explain a cause and effect relationship using the newly acquired knowledge.

8. Session plans

The following provides individual session objectives for the different modules covered in the training.

Course Outline:

Module 1 – Training course objectives and structure
Module 2 – Pandemics and their impacts
Module 3 – Preparing for a pandemic
Module 4 – Responding to a pandemic
Module 5 – Communicating during a pandemic
Module 6 – Closing of the training course

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