COURSE BROCHURE

Designing and Running Simulation Exercises

An applied course on designing, running and evaluating crisis and emergency simulation exercises, from tabletop to functional and full-scale exercises.

Code	HT-CRM-108
Category	Crisis & Emergency Management
Duration	1 week
Level	Intermediate
City	London

Introduction

Many exercises end with "everything went to plan" because the scenario was built to succeed, not to test, and nobody was watching and evaluating, so the gaps stay hidden until a real incident exposes them.

Objectives

- Build a progressive exercise program that links each exercise to measurable objectives
- Choose the right exercise type among tabletop, functional and full-scale
- Write a scenario, master events list and injects that truly test the objectives
- Run an exercise through a control and simulation team and evaluators
- Evaluate performance and produce an after-action report and a trackable improvement plan

Who should attend

- Emergency and crisis coordinators responsible for exercise programs
- Safety and business continuity officers
- Trainers of response teams and civil defense units
- Planning unit members at emergency management authorities

Skills you will develop

- Exercise scenario design
- Writing injects and events lists
- Leading an exercise control team
- Exercise evaluation

Learning Outcomes

- Prepare a progressive annual exercise program for the participant's organization
- Write a scenario and master events list for a complete tabletop exercise
- Prepare evaluation forms tied to the exercise objectives
- Write an after-action report and improvement plan with owners and deadlines

Course Outline

Day 1: Exercise Foundations and Programs

- Why exercise: validating plans, training people and exposing gaps

- Discussion-based and operations-based exercise types and when to use each
- Building a progressive multi-year exercise program

Day 2: Objectives and Scenario

- Writing specific, measurable exercise objectives
- Building a realistic scenario that serves the objectives without needless complexity
- The master events list and writing and timing injects

Day 3: Planning and Organization

- The planning team, timeline and exercise documents
- The control and simulation cell and the roles of evaluators and observers
- Safety and managing realism in functional and full-scale exercises

Day 4: Conduct and Control

- Running a tabletop exercise and facilitating discussion
- Controlling tempo and handling an exercise that drifts off course
- Capturing and recording observations during play

Day 5: Evaluation and Improvement

- The hot wash and drawing out observations
- The after-action report, improvement plan and follow-up
- Applied project: designing a complete tabletop exercise, running it for another group and evaluating it in an after-action report

Training methodology

Scenario and inject writing workshops, reviewed by another team from the player's point of view
Participants running tabletop exercises they designed themselves for their peers
Practicing the evaluator role with evaluation forms during peers' exercises
Reviewing sample after-action reports and sharpening how their findings are written

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
London	12 – 16 April 2027	AR	EUR 5,700
London	11 – 15 October 2027	EN	EUR 5,700

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/simulation-exercises