

A course that provides a comprehensive understanding of both the framework and practical issues in the different stages of the BCM life cycle.

BCI Training

Understanding
BCM Principles
and Good Practice

5 Days Workshop
15-19 December 2008
Bangkok
(Thailand)

For more details
E-mail to
enquiry@bcpasia.com
Call us at
(65)63252080
Visit us at
www.bcpasia.com

For local contact,
E-mail to
bcm@vintcom.co.th
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02-6368272 ext. 823
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Overview

BCI Training - Understanding BCM Principles and Good Practice consists of 5 one day training modules that is developed based the BCI Good Practice Guidelines 2007 and is closely related to the BS25999.

BCP Asia is proud to be the licensed training provider of BCI Training - Understanding BCM Principles and Good Practice in Asia. This course is built in response to demand for a more definitive and consistent route to BCM education and certification.

These training modules can be taken individually or as part of a series. The content of the training courses will cover essential BCM knowledge you need to know as examined in the BCI Certificate Examination.

All delegates attending the course can apply to become affiliate members of the BCI. This course is intended to explain both aspects: not only the 'What to do', but also the 'How to do'!

Who Should Attend

Participants in the course need not necessarily be experienced in business continuity management. Those who are interested to sit for the BCI Certification Examination, as well as those who need a good grounding in business continuity management are ideally suited for this course held by us.

BCM Modules

| | |
|------------|--|
| Module I | Policy, Programme Management & Culture |
| Module II | Understanding the Organisation |
| Module III | Determining BCM Strategies |
| Module IV | Developing and Implementing BCM Response |
| Module V | Exercising, Maintenance and Review |

The BCI Certification Examination

The BCI Certificate Examination will contain 120 questions and the candidate will have 2 hours to complete the exam.

Examination success entitles a CBCI (Certified by BCI) and entry onto list of certificate holders. The higher professional grades of membership are AMBCI, SBCI and MBCI.

To qualify for Associate Member BCI (AMBCI), one needs to hold a CBCI at a pass with one year full time experience. Specialist BCI (SBCI) requires a CBCI pass with two years of full time experience and professional membership by a relevant professional body. Member of BCI (MBCI) requires a CBCI pass with merit, and with three years full time experience as a practitioner in the business continuity industry.

Participants who are interested to take the BCI certification exam will be required to advise BCP Asia upon registration. Exam will be administered by BCP Asia after the training.

Licensed Training Provider:



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Course Outline

Day 1 - Module I : Policy, Culture and Programme Management

The successful establishment of a Business Continuity Management (BCM) within the organisation's culture is dependent upon its integration with the organisation's strategic, and day-to-day, management and alignment with its business priorities. This chapter examines those integration strategies.

- Introduction to BCM
- Policy
 - Break out session : Opportunities for BCM in the related areas
- Programme management
 - Break out session: Programme management
- Culture
 - Break out session : The cultural dashboard
- Education & training

Day 2 - Module II : Understanding the Organisation

General principles, Business impact analysis, Estimating recovery requirements, Estimating threats (risk assessment). Although all areas of the business continuity plan are important, the steps in this section set the conditions for the entire effort and are critical.

- Set scope of Understanding the Organisation related to the BCM life cycle
- Business impact analysis
 - Break out session : BIA project planning
 - Break out session : Determining data loss
- Risk assessment
 - Break out session : Complete a risk reference table

Day 3 - Module III : Determining BCM Strategies

Determining BC Strategy looks at the general issues of ensuring the protection of the ability of the organisation to deliver a product or service within its Business Continuity programme. The following section describes the tactics available for ensuring the continuity the activities that support the delivery of those products or services.

- Types of measures
- Types of business continuity strategies
 - Break out session : Replacement of resources
 - Break out session : Drawing up a specification for off-site storage
- Basic design continuity options
 - Break out session : Drawing up generic quality characteristics
- Presenting the Business case
 - Break out session : Service level agreements
- Realisation and implementation of resources

Day 4 - Module IV : Developing & Implementing a BCM Response

The aim of the various plan (s) covered in this stage is to identify, as far as possible, the actions that are necessary and the resources which are needed to enable the organisation to manage an interruption, whatever its cause.

- Introduction to BCM response plans
- Escalation & alarms
- Employee safety plan
- Crisis management
 - Break out session : Incident versus Crisis
 - Break out session : Who should be involved in a crisis management team
 - Break out session : Crisis communication
- Continuity plan
 - Break out session : Determine the different continuity plans

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Day 5 - Module V : Exercising, Maintenance and Review

A Business Continuity Management (BCM) capability cannot be considered reliable until it has been exercised. Since it is rarely possible to undertake an exercise for the whole organisation at one time, a planned exercise programme is required to ensure that all aspects of the plans and personnel have been exercised over a period of time. This chapter examines the various ways a BCM capability can be exercised.

- Exercising, maintaining & reviewing BCM arrangements
- Testing
 - Break out session : Test scenario
 - Break out session : Evaluation criteria
- Maintenance
 - Monitoring any changes that affect BCM and its measures
- Auditing
 - Break out session : Quality safeguarding

Highly Experience Workshop Leaders

The BCI training will be delivered by a group of experienced speakers who are highly regarded in the BCM industry. They each have at least 10 years of experience and have worked on numerous projects in the different industries in Asia. They are also very active in conducting BCM trainings and are often engaged in many noteworthy conferences around the region. With their expertise, participants will be sure to receive many tips and pointers relating their real-life examples to the course content.

About Business Continuity Planning Asia Pte Ltd

Established in July 2000, Business Continuity Planning Asia (BCP Asia) provides an integrated approach to training and consultancy services, pertaining to Business Continuity, Disaster Recovery and Risk Management to professionals in the Asia region. We strive to provide high quality training to maximize the participants' potential and benefit from our programmes. In addition, BCP Asia hopes to establish a platform for the professionals to exchange ideas, network and share their experiences.

Our courses had benefited thousands of BC professionals in Asia and we are dedicated to offering more relevant and quality courses to our clients.

For more information about BCP Asia, visit www.bcpasia.com

About Business Continuity Institute

The Business Continuity Institute (BCI) was established in 1994 to enable members to obtain guidance and support from fellow business continuity practitioners. Through its Certification Scheme, the Institute provides internationally recognised status to its members as professional membership of the BCI demonstrates the members' competence to carry out business continuity management (BCM) to a consistent high standard. The BCI has over 4000 members in 85+ countries.

The wider role of the BCI is to promote the highest standards of professional competence and commercial ethics in the provision and maintenance of business continuity planning and services.

For more information on BCI membership, visit www.thebci.org
Or email to BCP Asia at enquiry@bcpasia.com