

Do-It-Yourself BUSINESS CONTINUITY MANAGEMENT

(with case study on Flu Pandemic)

2 – 4 November 2009 | Bangkok, Thailand

OVERVIEW

Business disruptions affect the organisation's reputation, brand, bottom line, shareholder value, and perhaps even its survival! The key here lies in business resiliency through achieving Business Continuity Management (BCM). To ensure long-term survival and sustainability of our organisation, corporate executives like yourself must create, develop and implement strategies, policies and processes to limit risk, control damage, sustain critical operations and effect recovery.

Attend this highly interactive workshop for the building blocks in your pandemic contingency planning. Master the key concepts to develop your own Pandemic Contingency Plan! Explore more the pandemic contingency planning through our Flu Pandemic Case Study and discussions – you'll get to find out more!

KEY TRAINING OUTCOMES

- Understand the importance of Business Continuity Management (BCM) and Contingency Plan
- Leverage on strategies that ensure continuity of your business
- Master key concepts to develop your own Pandemic Contingency Plan

WHO SHOULD ATTEND

Professionals from all industries, experience levels and background:

- Involved or responsible for managing BCM process
- Who requires guidance in developing the BCM program for their organisation
- With no BCM program in place and wish to start planning for one
- At initial planning stage of their BCM program
- BCP Coordinators / DR / BCM / HR / Operations / Facility / Risk / IT / Health & Safety and Security Managers

WHY YOU SHOULD ATTEND

This course has been run for more than 25 times in Indonesia, Malaysia, Sri Lanka, Thailand and Singapore. With an average rating of 8 out of 10 (where 10 being excellent), hear what past participants said about this course:

- *"The best that I can get from the trainer, many past experiences as reference."*
- *"Good program for high level understanding of BCP, great tips shared with participants!"*
- *"Definitely a very excellent presenter and the content of the program is comprehensive for general knowledge of BCP."*

HIGHLY EXPERIENCED COURSE LEADER



Mr. Henry Ee, FBCI, CBCP
Director, Business Continuity Planning Asia Pte Ltd

Henry Ee is the founder and director of BCP Asia, who has been in the profession for about 15 years. Henry has held senior positions in two banks namely ABN Amro and JP Morgan Chase where he rolled out the companies' BCP Programs. Henry served as a BCI Board Member since 2006. In May 2008, Henry was appointed as the BCI Regional Director (Asia) where he will oversee the BCI developments in Asia.

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COURSE OUTLINE

Introduction and Overview of BCM

- Growing significance of BCM
- How effectively can BCM overcome crisis
- Current and future trends of BCM

Phase 1: BCM Programme Management

- Management structure for BCM in organisation
- Obtaining management sponsorship and commitment on BCM
- Define organisation's BCP policy, roles and responsibilities
- Define corporate-wide BCM policy and work plan for organisation
- Establish scope and objectives of BCM

Phase 2: Understanding Your Business

- Identify vulnerabilities, potential risks and exposures facing the organisation
- Flu Pandemic as a potential risk and how it affects your organisation
- Develop and implement risk mitigation measures
- Establish purpose, objectives and scope of a BIA (including Flu Pandemic)
- Identify business impact of disruption and establishing dependencies, critical functions and priorities for recovery
- BIA report preparation and review for presentation to management
- Obtain management "buy-in" and support

Phase 3: Business Continuity Strategies

- Identify and evaluate applicable recovery strategies
- Forms of recovery available in terms of people and business
- Identification of off-site storage requirements for data protection and survivability
- Evaluate viability and cost-benefits of alternative strategies
- Identify crisis management and recovery teams

Phase 4: Developing The Response Plan

- Plan documentation – corporate and business process level
- Documenting an effective BC Plan (incorporating Flu Pandemic component)
- Establish and documentation of response plans for critical department and functions
- Business recovery support functions

Phase 5: Establishing the Continuity Culture

- Develop and conduct BCM awareness and training for staff
- Embedding BCM into corporate culture

Phase 6: Exercising, Maintenance & Audit

- Develop and conduct plan testing program
- Conduct tests to verify that completed plans meet recovery requirements of the organisation
- Develop on-going maintenance program to keep BCP current
- Developing the audit checklist

ORGANISED BY



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 maximise 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 benefit thousands of business continuity professionals in Asia alone and we are dedicated to offering more relevant and quality courses to our clients.

For more information, visit www.bcpasia.com



Vintcom Technology Co., Ltd. was established as a joint-venture company between Vnet Capital Co., Ltd. and The Value Systems Co., Ltd. in 2001. With the intention of being the leader of IT Professional service that sharpens in target market and delivers the best price-performance and consulting services in Thailand.

For more information, visit www.vintcom.co.th

ENDORSED BY



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 BCM to a consistent high standard. The BCI has over 4000 members in more than 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, visit www.thebci.org

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An intensive course on the building blocks of your BCM program

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REGISTRATION FORM

To Register, Fax to **+662 6617969**

Type	Please Tick	Course Fees	
Early Bird Special (before 5 Oct)		THB 38,250	(Sign up by 5 Oct to enjoy 10% discount!)
Normal Fee (after 5 Oct)		THB 42,500	
Participant Particulars			
Full Name			
Company			
Contact Numbers	(O)	(F)	(M)
Email Address			
Special Dietary Requirement	No Preference / Vegetarian / Muslim		
Company Details (for billing)			
Billing Address			
Attention To			
Contact Numbers	(O)	(F)	(M)
Email Address			
Alternate Contact (in case of emergency)	Name :	Contact No :	
Payment Methods (All payments should be made before the event to guarantee your seat)			
<input type="checkbox"/> Telegraphic Transfer	Transfer to "Vintcom Technology Co., Ltd." Bank Name: United Overseas Bank (Thai) Public Company Limited Address: 191 South Sathon Road, Bangkok 10120 Account No: 047-2-41634-6 Swift Code: BKAETHBK		
<input type="checkbox"/> Cheque / Bank Draft	Payable to "Vintcom Technology Co., Ltd." and send to: 159/21 Serm-Mit Tower, Unit 1401, 14 th Floor, Sukhumvit 21 Road, North-Klongtoey Sub-District, Wattana District, Bangkok 10110		

Questions? Contact Vintcom Technology Co., Ltd



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Terms & Conditions

All fees are subjected to prevailing taxes. BCP Asia reserves the right to make any amendments in its programs and speakers without any prior notice, or to cancel the programs due to unforeseen circumstances. Every effort will be made to contact each delegate if the program is cancelled. If the program is not held for any reason, our liability is limited to the program fee only. A replacement is welcomed if the participant is unable to attend the course; BCP Asia must be notified by written at least 3 working days prior to the start of the course. All cancellation will carry a 10% administrative charge and should be made in writing at least 5 working days prior to the start of the course. Regrettably, no refund can be made for cancellations received less than 5 working days prior to the start of the course or for "no show" delegates.