

Business Continuity Management

DATE : 1 June, 2011 CODE : BCM INSTRUCTOR : Ian Pidgen
 DURATION : 1 Day FEE : HK\$3,480 EARLY BIRD : HK\$3,180

Learn How to initiate, control and implement a Business Continuity program

Sound Business Continuity strategies can help to avoid and mitigate the result of unexpected incidents, just in case they occurs. Business Continuity Planning minimizes costly everyday business disruptions as well as preparing for – and frequently preventing – the disaster scenario. attend this vital, practical workshop and learn how to make your organization more competition-proof and more recession-resistant. This workshop is designed to consider every important aspects of successful Business Continuity Management and to review some of the most highly acclaimed products and services. Sessions will be punctuated with *case studies* and *video presentations* illustrating key points.

The seminar combines a *lively mix of exercises, video feeds and break-out sessions*. This keeps delegates actively engaged throughout, and embeds the learning outcomes.

At This Seminar You Will

- Learn how to initiate and control the Business Continuity programme
- Learn proven techniques to assess and reduce risk and impact
- Review the role of insurance and appreciate its limitations
- Understand why many plans fail
- Gain the latest techniques to make business recovery planning easier
- Discover how to organise for survival
- Learn how to write an effective business continuity plan
- Appreciate the role of software tools
- Examine real-life case studies - and their lessons
- Find sources of help
- Understand the factors of effective incident management
- Be introduced to all topics for certification by the Business Continuity Institute (BCI)

Who Should Attend

IT/Information Services and Telecommunications Professionals involved in planning, controlling, executing and deciding on Business Continuity Management and Disaster Recovery plans and processes including IT Security and Audit Executives, Business Continuity Managers and Disaster Recovery Executives.

In-House only (please contact CEL for further details)

1. Business Continuity Plan Audit

Methodology for Plan Audit

In undertaking the audit/ review of the Business Continuity Plan, the consultant will benchmark it against the British Standards Institute's BS 25999 standard and the Business Continuity Institute's (BCI)'s Good Practice Guidelines. The British Standard has been developed by professionals throughout the global Business Continuity community and has been produced to provide a system based on good practice for Business Continuity Management. **BCI is a global organisation with over 4000 BCM professionals in 85 different countries.** The Good Practice Guidelines reflects good practice across the world and so it covers a range of Business Continuity Standards including the US, Canada and Australia.

COURSE OUTLINE

1. Project Initiation & Management

- Definition of terms
- The Project
- Awareness & Training Programmes

2. Risk Evaluation & Control

- Risk Management: the key to Security
- Risk Analysis: avoidance, reduction, containment or transfer?
- Risk Analysis methodologies
- Critical Component Failure Analysis

3. Business Impact Analysis

- Business Impact Analysis: the costs of disaster
- Vital Materials Protection
- Requirements Analysis

4. Developing Continuity Strategies

- Strategy Options
- Public Relations & Crisis Communication: key to survival
- The role of Insurance

5. Emergency Response & Operations

- Immediate Response
- Co-ordination with Public Authorities

6. Developing & Implementing the Business Continuity Plan

- Business Management Issues & Organisation
- Planning Assumptions & Prerequisites
- What the Board should do in a disaster
- The Business Continuity Manager: role and tasks
- Departmental Business Continuity Managers: roles and tasks
- Public Relations and Media Management
- Support Functions
- Business & Departmental Plans: Documentation Hierarchy
- Structuring the Plan
- Action Plans
- The role of Business Continuity Software

7. Audit, Testing & Maintaining Business Continuity Plan

- Version Control
- *Desk top Exercises & Simulations*

2. Desk Top Simulation Exercise

Methodology for Desk Top Simulation Exercise

It will be a desk top exercise, with a compressed time line. The duration of the exercise will be a half day. The time-line of events will be fed to the team on a Powerpoint presentation and will be supplemented by video feeds to enhance realism.

The consultant will task the team with making decisions and allocating their resources as the scenario develops. A log of events will be kept for debriefing purposes.

The post-exercise report will draw together all the learning outcomes from the exercise. It will identify any gaps in the plan and make suggestions for business improvement. It will also highlight any operational issues identified by the team and identify training requirements if appropriate.

About the Instructor

Ian Pidgen

Dip BCM MBCI

Ian is a highly experienced Business Continuity Consultant who has over 29 years experience in Crisis Management. He has worked with a wide range of organisations both nationally and internationally, identifying and mitigating hazards and protecting key staff from unnecessary risk. His calm professional approach has guided many organisations through major incidents and has enabled them to maintain their critical activities.

He has excellent presentation skills and uses a lively mix of his own real life case studies together with pragmatic, practical advice. He has worked extensively in the finance, aviation and healthcare sectors.

Ian is a long standing member of the Business Continuity Institute (BCI) and holds a Diploma in Business Continuity Management (BCM) from Coventry University in the UK.

Information Technology

Course Catalogue

June 2011



presents

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“Your
Strategic Training
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People
Development

June 1	Business Continuity Management	new
June 20-21	Web Application Security: <i>Hacker Attacks & Defense</i>	
June 22-23	Web Application Testing: <i>Principles & Practice</i>	
June 24	Cloud Computing <i>for Business and IT Professionals</i>	new

COURSE ARRANGEMENTS

Course Date	Course Title		Course Code	Duration (Days)	Fees (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates		Cancellation Deadline
June 1, 2011	Business Continuity Management	NEW	BCM	1	\$3,480	\$3,180	May 6, 2011	May 11, 2011
June 20-21, 2011	Web Application Security: Hacker Attacks & Defense	hands-on	WAS	2	\$6,380	\$5,880	May 27, 2011	June 1, 2011
June 22-23, 2011	Web Application Testing: Principles & Practice	hands-on	WAT	2	\$6,380	\$5,880	May 27, 2011	June 1, 2011
June 24, 2011	Cloud Computing	NEW hands-on	CCP	1	\$3,680	\$3,380	May 27, 2011	June 1, 2011



TIME: 9:00 am - 5:00 pm daily

VENUE: Regal Hong Kong Hotel, Causeway Bay, HK.

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunches and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

THE ON-SITE OPTION:

If there are 10 or more people in your organization interested in taking any of these CEL courses, why not consider the On-Site option? We can readily tailor courses to your specific needs, send an expert instructor to your workplace, and help cut costs. For more information about this service, please contact Miss Mak at CEL at Hong Kong telephone number 2838 1182.

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

Contact Person: (Mr/Ms) _____ **Job Title:** _____ **Tel No:** _____ **Fax No:** _____

Authorized Person: (Mr/Ms) _____ **Job Title:** _____

Signature: _____ **Date:** _____

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
 Call Miss Mak at:
2838-1182



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