Business Continuity Management & IT Disaster Recovery How to Protect your Business and Bottomline

Date		($)Fees	
30 March -03 April 2025	Kuala Lumpur	3500	Register Now

Why Choose this Training Course?

This highly interactive course is about building and improving resilience in your organisation; it's about *identifying your key products and services* and the most urgent activities that underpin them and then, once that 'analysis' is complete, it is about devising plans and strategies that will enable you to continue your business operations and enable you to recover quickly and effectively from any type disruption whatever its size or cause. It gives you a solid framework to utilise in times of crisis and provides stability and security *(Business Continuity Institute)*.

In fact, embedding BCM & DR into your organisation is proven to bring additional benefits to you and your business. The key to a swift recovery is time; the organisation which recovers in the shortest possible time will mitigate its losses to the optimum.

This Course will Feature:

- All ten stages of the BCM Life Cycle using ISO22301
- Proven techniques to assess and reduce risk and impact
- How to construct and maintain effective BCM and DR plans
- International best practice of BCM and DR
- Explanation of the 24 international standards on IT Security
- Preparation for the Certificate of the BCI examination

What are the Goals?

By the end of this Course, participants will be able to:

- Develop threat & vulnerability assessments (Business Impact Analysis)
- Identify and select cost-effective strategies for critical functions
- Solid understanding of BCM & IT DR "Best Practices & Principles"
- Design exercises to coordinate Crisis Management with DR
- Understand how to maintain support & commitment for the programme

Who is this Training Course for?

This course is designed for all levels of management and business unit staff who are involved in been given the responsibility of business continuity planning, disaster recovery and emergency response functions. This course is suitable to a wide range of professionals but will greatly benefit:

- Business Continuity Professionals
- Emergency Response & Crisis Management Team Members
- Security Professionals
- Operation & Control Room Managers
- Those responsible for effective administration and preparedness
- IT and telecommunication managers
- Internal and external auditors

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a comprehensive manual and USB stick containing all course text, hand-outs, slides and case studies for each delegate.

The course content covers all 10 stages of the BCM Life Cycle, utilising lively discussion, case studies, relevant DVD material and group exercises. It is a practical, 'lessons learned' event which trains participants in "best practices" as well as "best principles" for BCM.

The Course Content

Day One: The Creation and Maintenance of a Sound BCM System is a Complex Undertaking

- Introduction and explanation of ISO-2230
- Policy & Programme management of Business Continuity Management
- Embedding BCM
- Business Impact Analysis (BIA) with examples
- Identifying critical business processes and impact mitigation strategies
- Establishing the 'maximum tolerable downtime' of critical processes
- Practical exercise; BIA and Risk Assessment

Day Two: Analysis, Design and Developing the Strategy

- Developing plans with Recovery Point Objectives (RPO's) & Recovery Time Objectives (RTO's)
- Establishing 'worst case' scenarios, for which strategies need to be developed
- Identifying recovery strategies, for critical business processes
- Determine costs, evaluating the strategy, essential equipment back-ups and recovery strategies
- Establishing the Business Continuity and Recovery teams
- Case Study and exercise

Day Three: Enabling an Effective and Efficient Response, Command and Control, Stakeholder Management and the Process for Recovery Management

- Crisis Management overview
- Who is on the team, who else should be?
- Implementing an Incident Command Framework
- Emergency Centre Management
- Reputation & Media Management – 20 point 'must do' list

- Business Continuity Management Case study and Exercise

Day Four: The IT Disaster Recovery Phase. Minimising Damage, Re-establishment of Services such as IT, Power and Communications

- Criteria for determining whether a *potential* crisis situation exists
- First task - Is there an actual or potential threat to human safety?
- Do you adopt an Evacuation or a 'Shelter' policy?
- Human Factors in BCM
- Examine Disaster Recovery activities and strategies
- Involvement of external agencies, what is it they want to know
- Consider the implications of cyber hacking of networks – with case studies.

Day Five: Keeping the Plan Alive - Validating and Maintaining your BCM Programme

- Maintaining, Administering, Auditing & Evaluating Business Continuity Plans
- Maintaining and administering BCM & DR plans
- How to validate your plan, your arrangements and your teams
- Who should be on your exercise planning team?
- Test – implementation, evaluation, de-brief and critique
- Exercise report, recommendations and follow up
- BCI training and awareness programmes. BCI membership
- Case Study and exercise

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