

# Manage & Implement Business Continuity Plan

**WSQ APPROVED COURSE**  
CRS-Q-0027830-BM

<b>Course Code</b>	<b>WS 02</b>
<b>Duration</b>	<b>2 weeks before course :</b> - eLearning  <b>2-days Classroom Training</b>  <b>Assessment day :</b> - 45 mins Oral Assessment
<b>Date</b>	<b>Singapore:</b> 12 – 13 Mar 2018 Assessment: 22 Mar 2018  20 – 21 Jun 2018 Assessment: 28 Jun 2018  27 – 28 Sep 2018 Assessment: 04 Oct 2018  10 – 11 Dec 2018 Assessment: 18 Dec 2018
<b>Fee</b>	<b>S\$ 1,200</b> <i>*include teabreaks &amp; lunch</i> <i>**prices are before GST</i>
<b>Facilitators</b>	Henry Ee, <i>FBCI, CBCP, ACTA</i> Victor Ng, <i>AMBCI, ACTA</i> Peck Eing Seng, <i>MBCI, ACTA</i> Raymond Ee, <i>MBCI, ACTA</i>
<b>Contact</b>	<b>(65) 6325 2080</b> <b>enquiry@bcpasia.com</b>
<b>Website</b>	<b>www.bcpasia.com</b>

**Up to 95% WSQ Funding &  
Absentee Payroll Claim available!**

Details at [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)

**Participants taking this course will receive**

- ✓ **Statement of Attainment (SOA)** upon successful completion of this course
- ✓ **Free access to experience the award winning BCM software ezBCM**
- ✓ **Practical BCP Template**

If learner is unable to attend the course, he/she must notified BCP Asia at least 3 working days prior to the course start date with a replacement. Cancellation made at least 5 working days prior to the course start date carry a 10% administrative charge. No refund will be given for cancellation received less than 5 working days or for "no show" learner.

Approved Training Organisation



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## COURSE OVERVIEW

The course covers identifying the business continuity team and the roles and responsibilities of members. It will also cover executing business continuity plans, coordinating crisis response and recovery activities and identifying and managing synergies in resource usage. This course will also guide participants in communicating with employees on business continuity plans.

## COURSE OBJECTIVES

To equip learners with essential skills and knowledge to:

- ✓ identify the key person & form the BCM and related teams
- ✓ adopt the types of continuity plans and the business continuity resources
- ✓ applying the completed business impact analysis and risk assessment reports, prepare a business continuity plan for the organisation
- ✓ disseminate the BCM information to relevant stakeholders

## COURSE OUTLINE

- Identify Business Continuity Team and relevant roles and responsibilities in consultation with relevant stakeholders
- Execute business continuity plans in accordance with recovery strategies, business continuity strategies and framework
- Coordinate the organisation's crisis response and recovery activities in accordance with Business Continuity policies
- Identify and manage synergies and conflicts in resource availability and access in consultation with relevant stakeholders to ensure optimum resource allocation
- Implement procedures to communicate with and educate employees on Business Continuity plans

## COURSE AUDIENCE

- Business Continuity Managers, Risk Managers, Coordinators and key appointment holders responsible for BCM Program
- Individuals who are keen to know more about BCM as a career

## COURSE PREREQUISITE

Learners are expected to have completed the "WSQ Conduct Risk Assessment and Business Impact Analysis" course or have an understand in the earlier phase of BCM.

## MODES OF ASSESSMENT

All learners are required to pass the following assessments to be deemed competent: Written Test (Open Book), Written Assignment, Oral Presentation

## FEES

- Terms & conditions apply, based on non-WTS costing
- Absentee Payroll only applicable for courses conducted during working hours
- To raise PO for payment, please contact us @ (65) 63252080, ext. 110 (Christine)

# For Singapore Citizen, age 40 & above.

Type	WSQ Training Grant	You pay (after grants)	Absentee Payroll (AP)	You pay (after grants & AP)
SME	S\$ 900	<b>S\$ 300 + GST</b>	Up to S\$ 135	<b>S\$ 165 + GST</b>
Non-SME	S\$ 270	<b>S\$ 930 + GST</b>	Up to S\$ 81	<b>S\$ 849 + GST</b>
	S\$ 900#	<b>S\$ 300 + GST</b>	Up to S\$ 81	<b>S\$ 219 + GST</b>

Updated: 12 Jan 2018