

## 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

## 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 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.

## MODE OF ASSESSMENT (Optional)

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

- ✓ Statement of Attainment (SOA) issued by SkillsFuture Singapore (SSG) upon successful completion of course

## FACILITATORS

- Henry Ee, FBCI, CBCP, ACTA
- Victor Ng, AMBCI, ACTA
- Peck Eing Seng, MBCI, ACTA
- Raymond Ee, MBCI, ACTA

Learners will receive :

- ✓ Free access to experience the award winning BCM software, ezBCM
- ✓ Practical BCP Template

## 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

## TRAINING DATES

( E-learning will be provided 2 weeks before course commencement)

Kuala Lumpur, Malaysia	- 21 - 22 November 2019
	- 20 - 21 April 2020
	- 20 - 21 October 2020

## FEES\*

Type of Fee	Fee
Early Bird [Register 4 weeks before course date]	RM 2,880
Normal Fee	RM 3,600
[Optional] Assessment Fee	RM 120

**Group Discount for 3 Pax or more!**  
**Contact us for more details!**

## CONTACT US



[www.bcpasia.com](http://www.bcpasia.com)



[enquiry@bcpasia.com](mailto:enquiry@bcpasia.com)



(60) 3 2731 9309 / (60) 12 601 7889

