

# Understanding BCM Principles and Good Practice 24<sup>th</sup> - 26<sup>th</sup> and 29<sup>th</sup> - 30<sup>th</sup> October 2012 Perth, Western Australia

## Understanding BCM Principles and Good Practice

5 day BCI Certificate Course and Examination  
24<sup>th</sup> - 26<sup>th</sup> and 29<sup>th</sup> - 30<sup>th</sup> October 2012

BCI is recognised as the world leader in the field of Business Continuity Management through the development of proven and reliable methodologies that enable an organisation to execute and maintain an effective business continuity programme. This course, offered by Contingency Solutions as an official educational partner of BCI, will introduce participants to the Good Practice Guidelines for Business Continuity as developed by BCI through the collaboration of many leading experts in the field of BCM.

Upon completion of the course, participants will:

- Gain a thorough understanding of the process and practical steps to follow when establishing a BCM programme
- Be able to apply a structured approach and use appropriate tools and techniques to lead or assist their organisation's BCM project team
- Be well positioned in their preparations for the BCI Certificate Examination

### Target audience

This course is designed to meet the needs of BCM professionals at any stage in their careers. The beginner benefits from a solid description of the methodology whereas the experienced professional gains a complete understanding of the leading developments in BCM and the opportunity to learn from fellow BCM professionals.

### BCI Certificate Examination

The BCI Certificate Examination is administered independently of the training. It contains 120 questions which the candidate has 2 hours to complete.

Successful candidates who achieve a pass or above in the BCI Certificate Examination can use the post nominal credential CBCI. Holders of the CBCI will have the opportunity to be placed on a register on the BCI website and will be invited to apply for BCI membership at the appropriate grade subject to demonstrating experience as a business continuity practitioner. For more information, visit [www.thebci.org](http://www.thebci.org)

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Participants will receive:

- A copy of BCI Good Practice Guidelines
- Complete set of course materials
- Templates and samples
- 12 months free Affiliate BCI membership (if not already a BCI member)

For queries



**1300 720 860**



[admin@contingencysolutions.com.au](mailto:admin@contingencysolutions.com.au)

# Understanding BCM Principles and Good Practice Course Outline

## Day 1 Module 1 Programme Management

- BCM Policy Overview
- Aligning BCM Policy to Organisational Culture
- BCM Programme Scope and Determining Choices
- Developing the BCM Policy
- BCM Programme Management Overview
- Assigning Responsibilities
- Implementing BCM in the Organisation
- Project Management
- Ongoing BCM
- BCM Documentation

### Embedding BCM in the Organisation's Culture

- Assessing the Level of BCM Awareness and Training
- Developing BCM within the Organisation's Culture
- Monitoring Cultural Change
- Achieving Cultural Change Through Management Systems Standards

## Day 2 Module 2 Understanding the Organisation

- Business Impact Analysis
- Continuity Requirements Analysis
- Evaluating Threats Through Risk Assessment

## Day 3 Module 3 Determining Business Continuity Strategy

- Identifying and Selecting Strategies
- Identifying and Selecting Tactical Responses
- Consolidating Resource Levels

## Day 4 Module 4 Developing and Implementing a BCM Response

- Incident Response Structure
- Developing and Managing Plans
- Strategic Plans
- Tactical Plans
- Operational Plans

## Day 5 Module 5 Exercising, Maintaining and Reviewing BCM

- Developing an Exercise Programme
- Exercising BCM Arrangements
- Maintaining BCM Arrangements
- Reviewing and Auditing BCM Arrangements

### BCI Certificate Examination

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Class starts at 9:00 am and ends at 4:30 pm each day, with two 15 minute coffee breaks and a 1 hour lunch break in between.

Examination on Day 5 starts at 2:00 pm and ends by 4:15 pm.

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# Understanding BCM Principles and Good Practice Course Instructor

## Kenny Seow CBCI, CBCP

Kenny has over 22 years of international experience in disaster recovery, business continuity and crisis management in banking, securities, logistics and government. He is the Director of Contingency Solutions Pty Ltd, and is presently contracted with the Western Australian Government to provide BCM support, training and advisory services to government agencies.

Prior to 2007, Kenny was the Director and Regional Head of BCM in Deutsche Bank AG with responsibilities for developing and implementing the bank's BCM programme across 16 countries in Asia Pacific. He has also held senior positions in Sema Group Asia Pacific and Hitachi Data Systems where he managed the services of a commercial disaster recovery facility, and in PricewaterhouseCoopers where he was responsible for consulting services in disaster recovery and business continuity.

Kenny speaks regularly at seminars and conferences, and has presented papers on business continuity in Australia, United States, United Kingdom, Hong Kong, Indonesia, Singapore and Malaysia. He conducts BCM courses regularly and has trained over 2,000 senior managers and executives from public and private sector organizations.

Kenny is a Member of the Business Continuity Institute (MBCI) and a Certified Business Continuity Professional (CBCP) of the Disaster Recovery Institute International. He has a Bachelor of Science degree in Psychology and Computer Science, a Master degree in Business Administration and a Specialist Diploma in Disaster and Emergency Management System.

Kenny is a Board member and WA Regional Representative of Business Continuity Institute (Australasia). He is also a volunteer with the WA State Emergency Service.



### Testimonials from past participants

*"Kenny was very knowledgeable and a fun energetic presenter with lots of relevant experience."*

*"Good examples and clear, articulate delivery. Presenter has in-depth experience relevant to the topic."*



*"The presenter was excellent. Good style, well versed in subject matter. Able to weave personal experience into theory and principles."*

*"Kenny's experience was a great bonus. He backed all theory with examples he came across from his experience in different countries."*

*"Kenny was a great presenter. Interesting was also his wealth of very interesting experience. Thanks!"*



BCI Licensed Training Partner

# Understanding BCM Principles and Good Practice Course Registration

**Fax completed form to 1300 720 861**



**BCI Certificate Course and Examination  
Perth, 24-26 and 29-30 October 2012**

**5 day course fees:  
\$4,000 per participant**

Fees include GST, course materials, morning and afternoon refreshments, BCI Certificate Exam and 12 month Affiliate BCI membership (if not already a BCI member)

In-house training and group discounts available – quotation on request

**Participants Details**

**1) Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact Tel:** \_\_\_\_\_

**2) Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact Tel:** \_\_\_\_\_

**Company Details**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City / Suburb:** \_\_\_\_\_ **Post code:** \_\_\_\_\_

**Send invoice to**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact Tel:** \_\_\_\_\_

**Payment Options:**

**Cheque**  
Payable to Contingency Solutions Pty Ltd

**Electronic Funds Transfer (EFT)**  
Bank: Commonwealth Bank  
Account Name: Contingency Solutions  
BSB: 066-007 Account No: 1013 8417  
Please quote company or your name as reference.

**For more information**

Tel: 1300 720 860  
E-mail: admin@contingencysolutions.com.au  
Address: P O Box 4048, Canning Vale East  
WA 6155  
URL: www.contingencysolutions.com.au

**Terms and conditions:**

Contingency Solutions Pty Ltd reserves the right to make any amendments to the course, change the instructor, or cancel the course due to unforeseen circumstances. If the course is canceled, the course fees will be fully refunded. The course requires a minimum of 6 participants to run.

A replacement is welcomed if a participant is unable to attend the course. Cancellation will carry a 30% cancellation charge if made in writing at least 5 working days prior to the start of the course. Regrettably, no refund can be given if cancellation is made less than 5 working days prior to the start of the course or for "no show".