

22ND
RUN IN ASIA

BCI TRAINING

UNDERSTANDING BCM PRINCIPLES AND GOOD PRACTICES

9 - 10, 16 - 17, 24 APR 2010

HONG KONG

4D WORKSHOP & HALF DAY EXAM

COURSE OVERVIEW

The BCI Training – Understanding BCM Principles and Good Practices is your *passport to competitive advantage*. Invest in this four-day classroom based training programme to gain a comprehensive understanding of Business Continuity Management (BCM). Based on the BCM lifecycle this course covers the six BCM principles as outline in the Good Practice Guidelines. This training is built in response to demand for a more definitive and consistent route to BCM education and certification. Upon completion of the training, participants will sit for the BCI Certification Examination. *Be certified and gain competitive advantage!*

What are the benefits of an Individual BCI Membership?

Statutory Grades Only

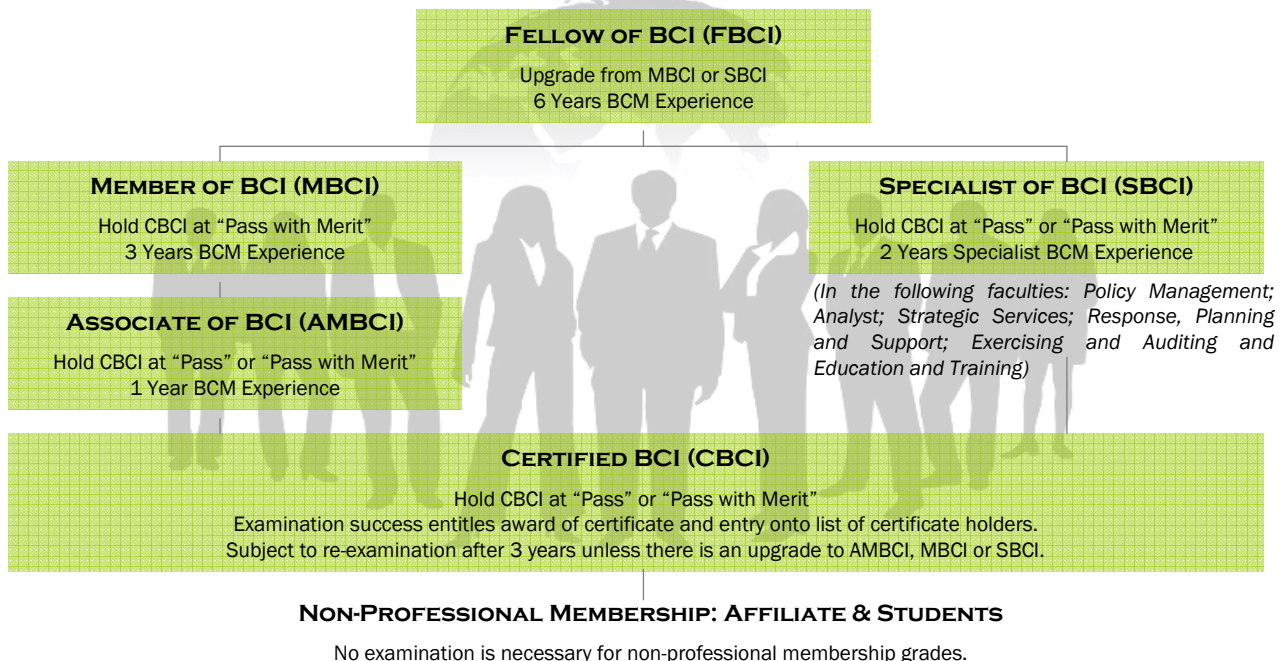
- ✓ Designatory Letters (FBCI, MBCI, AMBCI, SBCI)
- ✓ Participation in BCI Continuing Professional Development Scheme
- ✓ Registration on BCI Consultancy Register
- ✓ Certificate of Membership
- ✓ Access to BCI Benchmark Tool

All Members

- ✓ Continuity Magazine, BCI e-Newsletters and Bulletins
- ✓ Access to “Members Only” pages of the BCI Website
- ✓ Access to copies of BCI Workshop Reports
- ✓ Member Rates on BCI products and services
- ✓ Networking opportunities at BCI organized events

BCI EXAMINATION & MEMBERSHIP

The two-hour BCI Certification Examination is made up of 120 multiple choice questions. Candidates need to understand the principles of Business Continuity Management (BCM) as outlined in the Good Practice Guidelines as the examination draws upon these principles. Passing the examination demonstrates a thorough understanding of the prescribed body of knowledge (BCI Good Practice Guidelines) and will enable the holder to apply for BCI Professional Membership: AMBCI, SBCI, MBCI and FBCI.



Certification Body:



Licensed Training Provider:



Local Training Organizer:



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COURSE OUTLINE

MODULE 1 POLICY, CULTURE & PROGRAMME MANAGEMENT

The successful establishment of a Business Continuity Management (BCM) within the organization's culture is dependent upon its integration with the organization's strategic, and day-to-day management and alignment with its business priorities.

- Introduction to Business Continuity Management
- Policy: Opportunities for BCM in the related areas
- Programme management
- Cultural dashboard
- Education and training

MODULE 3 DETERMINING BCM STRATEGIES

Determining BCM strategies looks at the general issues of ensuring the protection of the ability of the organization to deliver a product or service within its business continuity programme. The following section describes the tactics available for ensuring the continuity of the activities that support the delivery of those products and services.

- Types of measures
- Types of business continuity strategies
- Basic design continuity options
- Business case
- Realization and implementation of resources

MODULE 5 EXERCISING, MAINTENANCE & REVIEW

A Business Continuity Management (BCM) capability cannot be considered reliable until it has been exercised. Since it is rarely possible to undertake an exercise for the whole organization at one time, a planned exercise programme is required to ensure that all aspects of the plans and personnel have been exercised over a period of time. This module examines the various ways a BCM capability can be exercised.

- Exercising, maintaining and reviewing BCM arrangements
- Testing
- Maintenance
- Auditing and quality safeguarding

MODULE 2 UNDERSTANDING THE ORGANIZATION

Although all areas of the business continuity plan are important, the steps in this section set the conditions for the entire effort and are exceptionally critical.

- Set scope of Understanding the Organization related to Business Continuity Management
- Business Impact Analysis
- Risk Assessment

MODULE 4 DEVELOPING AND IMPLEMENTING BCM RESPONSE

The aim of the various plans covered in this stage is to identify, as far as possible, the actions that are necessary and the resources which are needed to enable the organization to manage an interruption, whatever its cause.

- Introduction to BCM response plans
- Escalation and alarms
- Employee safety plan
- Crisis management
- Continuity plan

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COURSE LEADER



HENRY EE **FBCI, CBCP**

Henry Ee is the founder and director of Business Continuity Planning Asia Pte Ltd (BCP Asia). In his over 15 years experience in this profession, Henry has held senior positions in ABN Amro and JP Morgan Chase as Regional BCM Manager where he helped to roll out the Business Continuity Program in Asia Pacific. Since starting BCI Asia, Henry has been actively conducting training and assisted more than 100 companies in their Business Continuity (BC) and Disaster Recovery (DR) program. He has also been contributing to the BC industry through actively involved in the Technical committee for BCM Standards SS540:2008 and BS25999. As a veteran in this industry, Henry has been conducting BCM audits for large corporations as well as engaged by certification bodies as technical expert. Henry is the appointed Director for Business Continuity Institute Asia (BCI Asia) where he will oversee the BCI development in Asia.



The Business Continuity Institute (BCI) was established in 1994 to enable members to obtain guidance and support from fellow business continuity practitioners. Through its Certification scheme, the Institute provides internationally recognized status to its members as professional membership of the BCI demonstrates the members' competence to carry out BCM to a consistent high standard. The BCI has over 4000 members in more than 85 countries. The wider role of the BCI is to promote the highest standards of professional competence and commercial ethics in the provision and maintenance of business continuity planning and services.

For more information, visit www.thebci.org



Business Continuity Planning Asia Pte Ltd (BCP Asia) provides an integrated approach to training and consultancy services, an integrated approach to training and consultancy services, pertaining to Business Continuity, Disaster Recovery and Risk Management to professionals in the Asia region. We strive to provide high quality training to maximize the participants' potential and benefit from our programmes. In addition, BCP Asia hopes to establish a platform for the professionals to exchange ideas, network and share their experiences. Our courses had benefited thousands of business continuity professionals and we are dedicated to offering more relevant and quality courses to our clients.

For more information, visit www.bcpasia.com



Knowledge Century has been engaged in management training services for corporate and individual customers in Hong Kong and China since 2003. We are well known for our portfolio of training programmes based on real-life case studies and the internationally accepted management standard. We have delivered more than 250 classes with 6,000 participants over the past 5 years, with excellent feedbacks. Our core management competencies include project management, business continuity management, and balanced score card.

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REGISTRATION FORM

TO REGISTER, PLEASE FAX TO 351 19002

Course Title	Early Bird Registration BEFORE 13 March 2010	Normal Course Fee
Understanding BCM Principles and Good Practices Module 1 - Module 5 (9 -10,16-17 Apr 2010) Royal Pacific Hotel, Canton Road, Tsimshatsui Kowloon Hong Kong	HK\$ 20,800	HK\$ 22,800
BCI Examination (24 Apr 2010)	<i>The 4 days course fees are inclusive of the BCI exam (HK\$ 4,000) and 1 year affiliate of BCI membership fee for first-timers. Complementary lunch and two coffee breaks are provided daily for the course duration.</i>	

PARTICIPANT(S) PARTICULARS

Full Name	
Designation / Department	
Company	
Contact Numbers	(O) (F) (M)
Email Address	
Special Dietary Requirement	No Preference / Vegetarian

COMPANY DETAILS (for billing)

For organization-sponsored, invoice will be billed to the company

Billing Address	
Attention To / Department	
Contact Numbers	(O) (F) (M)
Email Address	
Alternate Contact (in case of emergency)	Name: Contact No:

PAYMENT METHODS

All payments should be made before the event to guarantee your seat

<input type="checkbox"/> Bank / Telegraphic Transfer <i>(Fees do not include bank charges; kindly include all bank charges into total amount)</i>	Transfer to "Knowledge Century Limited" Bank: Bank of China (Hong Kong) Account Number: 012-727-00005622 Please email a scanned image of the bank-in receipt to hilda@knowledgecentury.com or fax to 35119002 .
<input type="checkbox"/> Cheque / Bank Draft Mail-in	Payable to "Knowledge Century Limited" and send to: Knowledge Century Limited 2/F, Dah Sing Life Building, 99-105 Des Voeus Road, Central Hong Kong Attention to: Ms. Hilda Ho

**QUESTIONS? Contact Knowledge Century Limited
Call 2287 5190 | Email hilda@knowledgecentury.com**

Knowledge Century Limited reserves the right to make any amendments in its programs and speakers without any prior notice, or to cancel the programs due to unforeseen circumstances. Every effort will be made to contact each delegate if the program is cancelled. If the program is not held for any reasons, our liability is limited to the program fee only. A replacement participant is welcomed if the participant is unable to attend the course; Knowledge Century Limited must be notified by writing at least 3 working days prior to the start of the course. All cancellation will carry a 10% administrative charge and should be made in writing at least 5 working days prior to the start of the course. Regrettably, no refund can be made for cancellations received less than 5 working days prior to the start of the course or for "no show" delegates.