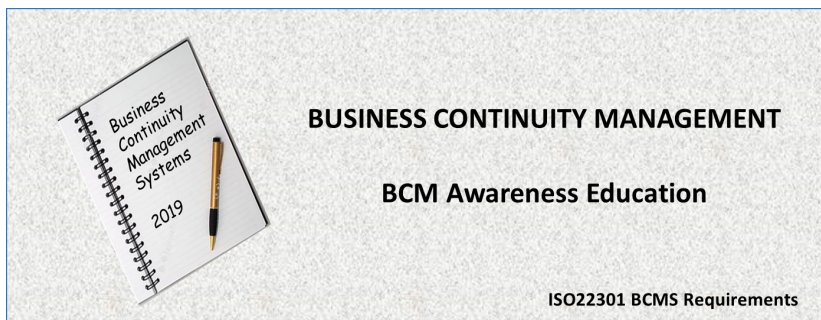


## BUSINESS CONTINUITY MANAGEMENT (BCM) BCM AWARENESS EDUCATION 1-day Course



**Dates:**  
22<sup>nd</sup> Mar 21

**Time:**  
9.00am – 5.00pm

**Venue:**  
To be advised

### Course Overview

This awareness education is to allow the participants to understand the key objectives and benefits of business continuity management aligning to ISO22301 BCMS Requirements. It will allow them to understand the risks and threats that are surrounding us. If these risks and threats are not identified and mitigated, the organisations may face the consequences of business discontinuity.

It will give an overview on the various business components and the risks and threats which may be associated with it. Thus, organisations will be able to strategize to plan for its business continuity plans.

This session will also give an overview on the pitfalls and the lacking in business continuity planning, where organisations could tighten its business continuity processes towards resiliency.

**Course Fees:** \$420.00 (excluding 7% GST)

### Contact us:

For enquiries for more details on our professional training programme, please contact:

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Organisation Resilience Management Pte Ltd

欧亚美业务持续管理有限公司

## Who should attend?

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This course is designed for all staff and all levels of executives from all backgrounds and those who have responsibilities in holistic business continuity management and compliances in meeting the ISO22301 BCMS Standards. Participants who are also responsible for BCM for its functional area, division, department, team or organisation.

## Programme Outline

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### Module 1: Introduction

- ISO22301 BCMS Requirements and Framework
- Key Components
- Disruptive Events

### Module 2: BCM Programme Management

- Scope of BCMS
- Terms and Definitions
- Context of the Organisation
- Leadership
- BCM Policy
- Minimum Business Continuity Objectives
- Support

### Module 3: Operations and BIA

- Operational Planning and Control
- Business Impact Analysis
- Critical Services and Activities
- Recovery Time Objective
- Recovery Point Objective
- Minimum Resource Requirement
- Dependencies

### Module 4: Risk Analysis

- Risk Identification and Ranking
- Determining Probability of Identified Risks
- Risk Treatment

### Module 5: Business Continuity Strategy

- Purpose of Business Continuity Strategy
- Establishing Resource Requirements
- Category of Resource Requirements
- Pre-incident Strategy
- Response Strategy

### Module 6: Business Continuity Procedures

- What are Business Continuity Procedures
- Incident Response Structure
- Warning and Communication
- Types of Business Continuity Procedures

### Module 7: Business Continuity Exercises and Testing

- What is Business Continuity Exercise
- Scope
- Benefits
- Types of Business Continuity Exercises

### Module 8: Performance Evaluation and Continual Improvement

- Setting Performance Evaluation Metrics
- Internal Audit
- Non-conformities and Improvement