

ECP-601: *Effective Business Continuity Management*

Presented in partnership with CANTO



**Every Telecom Organisation Needs an *Effective Business Continuity Program*
Plan now: before the unthinkable happens!**

- 1. Based on International Standard ISO 22301**
- 2. Best Principles PLUS Best Practices**
- 3. Detailed, Practical Methodologies**
- 4. Professional Certification Exam**

ECP-601: EFFECTIVE BUSINESS CONTINUITY MANAGEMENT

This workshop provides practical tools and techniques for creating and maintaining an effective Business Continuity Management System, and a comprehensive overview and understanding of BCP, its principles, and methodologies, and best practices with a special focus on ISO 22301, the new International Standard for BCM. **If you are responsible for creating or updating a BCP, this course will enable you to do your job.** This course is perfect for individuals new to Business Continuity Planning, as well as experienced practitioners.

Goals and Objectives for this Course

This course is an intensive, hands-on workshop covering all major aspects of Business Continuity Management for the Caribbean telecommunications sector.

Length

5 days, 8:30 to 4:30 daily.

Audience

This course is designed for new or experienced business continuity planners, executives, managers, auditors, business unit staff and information technology specialists who are involved with business continuity planning functions.

Objectives

At the conclusion of this course, participants should:

- have a solid understanding of the overall Business Continuity Management lifecycle
- have the tools and knowledge required to conduct Risk Assessments and Business Impact Analyses
- be able to guide their IT and business unit personnel through the development of practical and effective business resumption plans
- understand the advantages and disadvantages of plan development software packages and commercial recovery services
- know how to establish the organizational framework required to keep their Business Continuity plans current and viable
- have the tools and knowledge required to plan and coordinate effective BCP tests and exercises
- know how to maintain support and commitment for the Business Continuity program
- have a solid understanding of BCP "Best Practices"
- successfully sit the professional certification exam for the CCM ("Certified Continuity Manager") designation

DATES

March 20-24, 2017

Courtyard Marriott

Kingston, Jamaica

Course Fees

CANTO Members: \$ 1,650

Non-Members: \$ 2,000

Fees include all course materials, a 16G BCM FlashDrive containing over 3,000 software files, CCM Exam prep, and the CCM exam. Daily lunch and refreshments also included.

Registration

Registration Form Attached



Online Registration at <http://www.IBCT.com>

ECP-601: EFFECTIVE BUSINESS CONTINUITY MANAGEMENT

Day 1

Introduction to Business Continuity Planning

- Evolution of BC Planning and Standards
- Overview of ISO 22301: Plan-Do-Check-Act cycle

PLAN - Establish business continuity policy, objectives, targets, controls, processes and procedures

- Context of the Organization
- Leadership
- Establishing Business Continuity teams
 - Case Study – Creating a Team Structure
- Implementing a Crisis Management Framework
- Communicating in a Crisis
- Developing an Awareness and Training Program
 - Case Study – Designing a BCM Awareness and Training program

Day 2

DO - Implement and operate the business continuity policy, controls, processes and procedures

- Conducting a Business Impact Analysis
- Sample Impact Analysis results
 - Case Study – Business Impact Analysis
- Conducting a Risk Assessment
- Sample Risk Assessment results
 - Case Study – Risk Assessment

Day 3

DO (cont'd)

- Collecting and Compiling BIA and Risk Data
- Analyzing the Data and Determining Options
- Identifying Strategies to Reduce Risk and Impact
- Selecting Business Continuity Strategies
 - Case Study – Strategy Selection
- Supply Chain Continuity

Day 4

DO (cont'd)

- Business Resumption Procedures
- Testing and Validating BC plans
- Exercising the BCMS Teams

CHECK

Monitor and review performance against business continuity policy and objectives, report the results to management for review, and determine and authorize actions for remediation and improvement

- Auditing and Evaluating BC plans
- Management Review
- Performing a GAP Analysis

Day 5

ACT

Maintain and improve the BCMS by taking corrective action, based on the results of management review and reappraising the scope of the BCMS and business continuity policy and objectives

- Maintaining and Administering BCP plans
- Continual Improvement
- Summary Case Study – Developing a Fast Track BC Plan

BCM Course Review

CCM Exam

- **You receive unlimited access to online course materials, quizzes and CCM Exam preparation.**

WE GUARANTEE YOUR CCM EXAM SUCCESS!

- **We guarantee that — for any reason — should you not succeed on the CCM exam on your first attempt, IBCT will pay for any exam retakes until you do pass!**

You Need to Become Certified

It is a fact of life today that you need to be certified in order to advance your career. It is not enough simply to know how to do the job; you have to be able to prove it through an independent 3rd party examination.



Drawing from the new International Standard ISO 22301, and incorporating both the **BS 25999 British Standard**, and the **NFPA 1600 US Standard**, we believe this course “ECP-601: Effective Business Continuity Management” is the **very best** business continuity training offered anywhere in the world.

You will learn how to initiate and manage a comprehensive BCP project—from start to finish! In addition to “best principles”, you also learn “best practices” - the practical “how to” develop and maintain effective continuity plans.

We teach you “what” you need to know plus “how” to do it. And then we help you become a Certified Continuity Manager!

ECP-601 Effective Business Continuity Management covers:

- tools and techniques for conducting risk assessments and business impact analysis
- practical methodologies to design and manage effective continuity plans
- case studies to examine real life situations and their solutions
- guided study and group exercises to apply the lessons learned
- methodologies for creating a plan to support your business in the face of any critical incident

You leave this course with our workbook and BCP software - 3,000 templates, files, spreadsheets, PowerPoint presentations etc. Participants also receive a complete and detailed business resumption plan with plan templates.

This course is fully accredited by the National Institute for Business Continuity Management to satisfy the experience requirements of the CCM designation. So even if you are brand-new to BCP, we can help you become Certified!

Completion of this course qualifies participants to sit the certification exam to become a Certified Continuity Manager (CCM). **IBCT has enjoyed virtually 100% success preparing course participants for this exam.**

A typical course participant has less than two years of experience in business continuity planning! They have been ‘volun-told’ into this new role and need to know how to successfully carry out these new duties.

The techniques and tools we provide are applicable to banking, insurance, manufacturing, health care, pharmaceuticals, telecommunications, federal, state and local government organizations, in addition to international corporations and agencies.

In addition, participants leave this course with our Diploma in Business Continuity Management, a Flashdrive full of BCP tools and, on successful completion of the CCM exam, the Certified Continuity Manager designation.

Bonus — Course fee includes CCM Exam

Are you planning to work in Business Continuity?

It is a fact that

Certification = Higher Pay.

Obtain your professional CCM certification and prepare yourself for the next level of your career— at no extra cost!

The Institute for Business Continuity Training is committed to training firms and their Business Units to develop, test, and maintain their Business Continuity Plan.

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