



Business Continuity Training Schedule 2006

“Excellent course for BCM Practitioners. Helps identifying organizational gaps, in accordance to best practices world wide. Many thanks to Experts City Technologies & SunGard, in specific Mr. Michael Warrior & Mr. Eyad Hashash”.

*Akram A. El-Bakry
SAMBA Financial Group*

SUNGARD®
Availability Services

 **EXPERTS**CITY
TECHNOLOGIES
Minimizing Business Risk

Business Continuity Workshop

Introduction to BCM Program Management

Overview

This 4 day course is developed by the SunGard Availability Services from extensive research into the changing trends and educational requirements of the Business Continuity and Disaster Recovery community. More than 200 IT/BC professionals have benefited from this course. Experts City Technologies is the first company to conduct a specialized Business Continuity courses in the Middle East.

Objective

Through an energetic and content-rich agenda in a highly interactive classroom format, you will:

- Understand the importance of BCM
- Discover how you can avoid or reduce risk in times of disaster
- Leverage on strategies that ensure continuity of your business
- Know how to response to a disaster when it strikes
- Learn how to identify your organization's exposure to risks and develop effective means to mitigate these risks
- Understand and start to build the key elements of a continuity plan your organization
- Developing a workable BIA methodology and tactic for your Organization
- Learn to develop the most ideal business continuity strategy following the BIA results
- Learn how to prepare the RA & BIA report and present the relevant findings to top management

Why Should You Attend

Take away value to participants and their organization

- Conducted by workshop leader with track records of 9 years of experience.
- Update your skills and knowledge with the latest concept of BCM
- Immediate enlightenment to BCM professionals who are involved with planning for or managing their company's BCM programme.
- Acquire valuable knowledge and techniques in conducting an effective risk assessment and business impact analysis for your organization
- Gain valuable hands-on experience on how to respond to a disaster
- In just 4 days, get up-to-speed on the techniques of developing and implementing an effective BCM programme for your organization

Who Should Attend

- Professionals from all industries, experience levels and backgrounds;
- Managers of companies with no BCP and wish to know more about BCM
- Anyone involved or responsible for managing the BCM process
- Members of BC/Crisis Management Team or DR planners
- Business Continuity/Disaster Recovery/Risk/Security Managers

Course Outline

Phase-1 BCM Programme Management

- Introduction and overview of BCM
- Key steps to effective BCM
- Obtaining management sponsorship and commitment on BCM
- Defining corporate-wide BCM policy and work plan

Phase-2 Understanding Your Business

- Determining the appropriate risk and impact assessment level
- Defining recovery objectives and timeframes
- Determining business impacts of disruption and establishing requirements and priorities for recovery

Phase-3 Business Continuity Strategy

- Identify and evaluate recovery strategies for business continuity
- Selection and development of strategy
- Identification of off-site storage requirements

Phase-4 Development & Implementation Of Business Continuity Response

- Identify crisis management and recovery teams and their roles
- Identification of types of emergency
- Establish and document procedures for emergency response
- Recovery plans documentation process
- Crisis communication guidelines

Phase-5 Establishing The Business Continuity Culture

- Develop and conduct BCM awareness and training programme
- Training to all users

Phase-6 Exercise, Maintenance & Audit

- Develop and conduct plan exercise programme
- Identifying different levels of exercise
- Identifying procedure and control measures in exercising
- Exercise file and determining success of failure of exercise
- On-going maintenance programme to keep BCP current

Implementing a Full BCM Programm

► Crisis Command Centre Management

Course Aim

The course is designed to ensure that those managers responsible for exercising and testing in their companies maximise their chances of success by ensuring that the crisis command centre is as good as it can be. Delegates will acquire an understanding of the factors that predetermine successful planning and exercising of the crisis command centre as well as learning how to author the most realistic exercises.

Audience

The audience is anticipated to include those who have attended Managing Uncertainty and now have a plan to exercise, as well as those Business Continuity Managers facing the acid test of exercising and rehearsal of their plans.

Course Outline

The course is exercise based and allows the delegate to learn by combining teaching periods with exercises to apply learning. In essence it covers the following topics:

Personnel selection

- What makes for good command centre staff?

Plan ingredients

- What should the ideal plan have?
- What is the best formula or mix?

Theory and practice

- How can the best theories inform practice?
- How can the strategic element of the plan be developed?

The role of the board. The formulation of strategy policy and doctrine in the company

- How to get the best out of an exercise?

Putting the fun back into the programme.

- How to make it enjoyable and generate interest

► Building your Business Continuity Plan

About the Course

The survival of an organisation following an interruption depends on senior management's ability to minimise the scale and duration of disruption to business functions. A Business Resumption plan is a comprehensive statement of actions to be taken before, during and after a disaster and forms the major reactive component of the Business Continuity Management programme. This course will assist you in developing a disaster friendly resumption plan, under the recovery options and appropriate selection process and ultimately appreciate the extent to which recovery depends on pre planned actions and allocated resource.

Whow Should Attend

Suitable to those tasked with building or reviewing a Business Continuity plan. Some knowledge of the Business Continuity programme is assumed but those new to BC role will gain an insight into this important stage in the process.

► IT Disaster Recovery -Technical Issues

About the Course

Your IT systems are at the heart of your organization's business, and are critical to its survival. In this course, we look at how IT Disaster Recovery fits in with the latest guidance Summary and industry best practice. We develop an understanding of how comprehensive and workable Disaster Recovery plans can be written that you and your business can have confidence in. Based around the Business Continuity Institute's Good Practice Guidelines and PAS 56, the course teaches current best practices as published by the world's leading authorities.

Course Benefit

After attending the course Students will

- Understand Business Continuity principles, and how they are applied to IT Disaster Recovery.
- Understand the common vulnerabilities of modern IT systems.
- Understand the drivers of Disaster Recovery and Service Continuity, and the standards which apply to them.
- Develop broad knowledge of Continuity and recovery strategies available, and their benefits and shortfalls.
- Develop testing strategies for common IT systems.

Course Outlines

Business Continuity basics

- BIA and Risk Assessment
- Continuity Strategies
- Recovery vs. Continuity
- High Availability and Continuity
- Data issues
- Load-balancing
- Telecommunications issues
- Choosing a continuity site
- People and non-technical issues
- Documenting the plan
- Testing

Course Benefit

At the end of the course you will have developed a practical understanding of what you need to ensure your plans conform to best practice, by following a disaster time line you should:

- Understand the actions required to recover from a major incident.
- Appreciate the extent to which the recovery depends on pre-planned resources and predefined actions
- Know the options available for recovery and how to select those most appropriate
- Be able to develop a more disaster friendly esumption plan

Course Outline

This one day course will follow the timeline of an incident affecting a company with no formal plans.

Topics covered

- Emergency response
- Communication
- Crisis Management
- Situation assessment
- Managing the recovery
- Systems issues
- Third party services
- Asset restoration
- Testing the new plan

Business Continuity Workshop

HOW TO REGISTER

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1 Introduction to BCM Program Management

Duration 4 Days
Price US\$ 3250
Discount Save \$ 150 on early bird registration

- January 21-24, 2006
Bahrain
- February 18-21, 2006
Abu Dhabi

2 Implementing a Full BCM Programm

Duration 4 Days
Price US\$ 3250
Discount Save \$ 150 on early bird registration

- April 22-25, 2006
Bahrain
- May 20-23, 2006
Abu Dhabi

Full Name (Mr/Mrs) _____

Company _____

Address _____

Country _____ Zip Code _____

Job Title _____ Department _____

Contact Tel. _____ Fax _____

Mobile _____ Email _____

Cash

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SAR 033 - 211 - 221 - 007

Early Bird Registration

Experts City Technologies is the first company in the Middle East, who provides the highest quality training in BCM at an excellent value. You can increase that value by registering early and save \$150. Your registration fee includes a welcome reception, daily lunch and morning and afternoon breaks. The due day for early bird registration is one month before the course starts.

Cancellation Policy

Refund of 75% of the course fee will be made if written notice of cancellation of a booking is received at least 10 days before the event. Beyond that time no refund can be given, although a substitution of the delegate can always be made.