

Ref No: ENTP 008/130212/12F

Attn: SBF Members



10 Hoe Chiang Road

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Business Continuity Management Manager Course

Date: 13 & 14 Feb 2012 (Mon & Tue) Time: 9.00am – 5.00pm

Venue: SBF Seminar Room 1 (22nd Level, Keppel Towers)

Fee per pax (before GST): \$800.00 (SBF Members) \$1,200.00 (Non Members)

Introduction

The Business Continuity Management Manager Course aims to provide you with an overview of the Business Continuity framework and requirements based on the Singapore BCM Standards SS540:2008. Designed in a highly interactive mode, you will be able to benefit upon completion of the course and most importantly in the event of a crisis, know how to revive your business in the quickest possible time!

This course is ideal for newly appointed BCM Project Leaders, Department Coordinators and Personnel from organizations already or intending to embark on developing and implementing its BCM Program.

Outline

1	Introduction to Business Continuity Management <i>Understand the BCM Framework based on Singapore BCM Standards SS540:2008</i>
2	Risk Analysis and Review <i>Identify possible risks and threats to your business/organization</i>
3	Business Impact Analysis <i>Determine the impact of incidents and the time period where critical activities need to be recovered to an acceptable level of business continuity in your business/organization</i>
4	Business Continuity Strategies <i>Identify strategic options to recovery your critical activities, and alternative strategies for business continuity. Also, learn the tactics to present recommendations for management approval</i>
5	Business Continuity Plan <i>Develop an effective Business Continuity Plan for your organization</i>
6	Testing and Exercising the Plan <i>No plan is complete until fully tested – test and verify the capabilities of your BC Plan</i>
7	BCM Programme Management <i>Learn to rebuild your business/organization after a disaster to provide continuity at minimum acceptable level of customer service, limiting financial impact and for the long-term survival of your business.</i>
8	Critical Success Factors <i>Explore the factors that would contribute to the successful planning and managing of your organization's BCM Program</i>
9	Case Studies

*Minimum 12 persons to start the course

Administrative Details

- Please mail this registration form together with a cheque to SBF (10, Hoe Chiang Road, # 22 – 01, Keppel Towers, Singapore 089315). Cheque should be made payable to "Singapore Business Federation". Please indicate the **Ref No.**, **company name** and **participant's name** at the back of the cheque.
- Confirmation of your registration (i.e. Confirmation stamp on this flyer from SBF) will be faxed to your company upon receipt of full payment. Please present the confirmation for admission to seminar room.
- We regret that no refund will be made for cancellation or non – attendance but a replacement is allowed. Full fees will be charged for cancellation or non – attendance.
- Singapore Business Federation (SBF) reserves the right to make any amendments and/or changes to the programme, venue, speaker replacements and/or topics if warranted by circumstances beyond SBF's control.

NOTE: As a precautionary measure, our advice is for members who are unwell not to attend the session.

<p>Ref No: ENTP 008/130212/12F REGISTRATION FORM - Attn: MR Dept (Closing date: Noon, 30 Jan 2012) Fax: 6720 2930</p> <p>Name (Mr/Ms): _____ Design: _____ Tel: _____ Fax: _____ Email: _____ Company: _____ SBF Mbrship No: _____ Address (Non Mbr): _____</p>	<p>For Official Use</p> <p>Serial No:</p>
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