



ray powell consultancy

Recovery management international
independent advice on business continuity management

Rmi

Business Continuity Management – Training 2004 / 5

Customised Training

The entire course *Business Continuity Explained*, or selected modules, will be provided at your offices.

Contact details

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Course - Business Continuity Explained

Every single day a business somewhere suffers a disruption to its normal operation. Whether it is the more publicised terrorist threat or the power of nature or simply a breakdown of equipment, organisations need fallback procedures that ensure continuity of business. Most can cope with minor equipment failure, but few can handle a major incident. RMI and RPC have combined to bring you a training course made up of four practical and informative one-day modules that explain how to develop and maintain cost effective business continuity solutions.

- We will use a combination of teaching, case studies, workshops and group discussion to provide an in depth examination of the main aspects of business continuity management. Over the four modules, participants will be taken through the overall business continuity process and learn how to overcome the challenges involved; learn about different business continuity strategies; and understand how to use scenario testing effectively.
- During workshop sessions and throughout the course, participants will gain from the knowledge and experience of the seminar leaders.
- By customising the course, we will ensure that specific issues affecting your organisation are addressed.

Course Outline

Module 1 Developing & Implementing the Business Continuity Plan (1 Day)

This module provides an introduction to Business Continuity. By the end of the module, participants will understand the process of business continuity management and the difficulties that they will encounter when developing a business continuity plan.

Sessions include:

1. Introductions and Case Study
2. The Business Continuity Life-cycle
3. Developing Business Continuity Strategies
4. Creating the Business Continuity Plan
5. Practical difficulties and how to overcome them

Course Leaders

Malcolm Cornish FBCI FCA

Malcolm is the Managing Director of Recovery Management International (RMI), a company that provides independent advice and guidance on business continuity management.

Malcolm has accumulated his business continuity experience and expertise over the past 20 years. Malcolm is a Fellow of the Business Continuity Institute (FBCI) and a Fellow of the Institute of Chartered Accountants in England & Wales (FCA).

Ray Powell FBCI

Ray is an independent business continuity consultant based in Berlin. Ray's experience of business continuity and risk management dates back to 1976 when he prepared his first IT disaster recovery solution; and includes 16 years as an independent consultant and 4 years (1997 – 2001) with KPMG where he was the International Service Leader for business continuity within the Europe, Middle-East and Africa region.

Throughout his career, Ray has implemented a number of IT risk management and business continuity solutions. Ray has provided advice to organisations in many parts of the world and to a wide range of industry groups including; finance, insurance, manufacturing, telecommunications, utilities, retail and travel.

Some history!

Previous courses run by Malcolm and Ray elicited the following comments from participants:

“Ray and Malcolm the perfect double act! A particularly successful and very enjoyable course.” *H M Land Registry*

“Value for money.” *Bank of England*

Module 2 (1 Day) Developing Business Continuity Strategies

This module provides a detailed insight into strategy development. By the end of the module, participants will understand the range of strategy options available and how to formulate the best strategy to meet their own organisation's requirements.

Sessions include:

1. What is needed to develop a Business Continuity Strategy
2. Case Studies – Developing a Business Continuity Strategy
3. The Impact of the Business Continuity Strategy on the Business Continuity Plan
4. Case Study – Incident Response

Module 3 (1 Day) Preparing & Managing a Scenario Test

This module examines the testing process with a focus on the preparation and use of scenario tests. By the end of the module, participants will understand the different techniques available and the overall benefits of scenario testing.

Sessions include:

1. The Test process
2. Case Study – Preparing a Scenario Test
3. Case Study – Managing a Scenario Test
4. Reviewing Test Results

Module 4 (1 Day) Advanced Workshop

This module consists of a discussion workshop for experienced participants who wish to exchange ideas and hear about other techniques and ideas. By the end of the module, participants will have gained a greater appreciation of how they can better address continuity management within the organisation.

Sessions include:

1. “Best Practice” and Research
2. Managing Incidents
3. Case Studies and discussions; for example:
 - Selling to the Board
 - Addressing 24x7 business operations
 - Maintaining Business Continuity

The Business Continuity “Challenge”

To make the course even more relevant, we invite organisations to submit their own Business Continuity “Challenge” for discussion and resolution. This will give us the opportunity to apply our experience to overcome any major difficulties that the organisation has faced in implementing effective business continuity.