

LIVE
& IN PERSON

Quickbiz
Training | Conferences | Publications

BUSINESS CONTINUITY MANAGEMENT

REDUCING ORGANISATIONAL DISRUPTION

- ▶ Date & Venue:
6th February-2017 Monday Royal Palm Lahore
10th February -2017 Friday Movenpick Hotel Karachi
- ▶ Timings: 9:00 – 5:30
- ▶ Workshop Investment PKR 38,000/-

Course Facilitator:
TIM MARJASON
MBCI CBCI MEPS

Course Content

Course Audience and Qualification

This 1 day training course is for Junior and Middle Managers, including those who are relative newcomers to the subject at this level. It is also for those with some experience in Business Continuity Management (BCM), Risk, Emergencies and related areas, but in need of more formal BCM training.

Course Objectives

This 1 day course offers a comprehensive operational and tactical grounding in BCM from Business Impact Analysis (BIA) through to Strategy, Governance, Exercising and Plan Documentation. The course follows the International Standard for Business Continuity – ISO 22301:2012 and the Business Continuity Institute (BCI) Good Practice Guidelines – GPG 2013.

This course lays the groundwork for future implementation by managers for their own BCM roadmap.

Course Description

This course will cover the six Professional Practices of BCM and is ideal for delegates who are fairly new to the concept of Business Continuity Management, and for those who have had no formal BCM training. Delegates will understand the need to embed BCM as part of their organisational resilience strategy.

Media and Social Media will be explored in a BCM context, as will the importance of communicating the plan internally to embed the culture of BCM and spread awareness.

Course Methodology

The course content will be delivered utilising PowerPoint slide content, interactive class participation, video content, group discussions, case studies and a short exercise scenario.

Organisational Resilience

- Definitions and understanding the resilience framework
- The role of BCM in an organisation
- Roles and responsibilities of the BCM team
- BCM standards and specifications
- Embedding the Culture
- Demonstrating ROI
- Achieving Top Level Buy in

Exercise: Define your organisation's most critical functions.

Business Continuity Management System (BCMS)

- The BCM life cycle
- Business Impact Analysis (BIA)
- BCM policy
- Maximum Acceptable Outage (MAO)
- Recovery Time Objective (RTO)
- Business Continuity strategy
- Scope of BCM

Exercise: Group discussion: What are the key benefits for your organisation and its partners of implementing BCM?

Embedding BCM in the organisation

- Benefits and key objectives of BCM
- Management Goals and Programme Management
- Mapping Inter dependencies
- Communicating the Plan
- The role of the media and Social Media

Exercise: List the ways in which you would embed the culture of BCM in your own organisation?

Planning process

- Emergency Response Plan (ERP)
- Incident Management Plan (IMP)
- Contents of the BCM Plan
- Disaster Recovery Plan (DRP)
- Crisis Management Plan
- Plan integration

Exercise: What should be the typical contents of a plan? What additional requirements do you have?

Exercise and Testing

- The importance of exercising and testing the plan
- Types of exercises and tests
- How to raise awareness within the organisation
- How to plan an exercise

Exercise: Mini table top scenario, what is your role in your own organisation?

Key learning points

- Learn the A – Z of the Business Continuity planning life cycle and understand all aspects from Business Impact Analysis (BIA) through to validation, governance and strategy
- Learn how to evaluate risk and how to select the correct recovery strategy
- Understand the concepts and terminology of an Emergency, Incident Management, Disaster Recovery, Business Continuity, Crisis Management and Resilience
- Learn how to raise awareness and how to embed BCM in your organisation's culture
- Understand the role of the Media and Social Media in a BCM context
- Learn about the BCM benefits for an organisation
- How to demonstrate return on investment (ROI) in a BCM context
- Demonstrate how to exercise and test your BCM Plans

About Trainer

TIM MARJASON

MBCI CBCI MEPS Cert ISO 22301 LI
Business Continuity Management Subject Matter Expert

Prior to starting his business in Dubai, UAE in 2013, Tim was a Chief Inspector and the former Head of Corporate Business Continuity Management with the Metropolitan Police Service, New Scotland Yard, London. After a long operational career, Tim's final 10 years were in the fields of Business Continuity Management, Command and Control, Crisis Management, Emergency Preparedness, Programme Management and Business Change. Tim was the Bronze Emergency Preparedness Commander for the London 2012 Olympic and Paralympics Games.

He is an approved Business Continuity Institute Instructor (MBCI) and a certified member of the UK Emergency Planning Society (MEPS). He is ISO22301 Lead Auditor assessor trained. Tim has an extensive Conference speaking record acquired in Europe, the Middle East and the Americas. He works with a variety of government organisations and private sector companies across the Middle East and beyond.

Business Continuity Institute (BCI) Approved Instructor. Certified PECB ISO 22301 Lead Implementer Trainer. Strategic / Corporate Business Continuity Management (BCM) Training & Consulting specialist. AE/SCNS/NCEMA 7001:2015 UAE BCM Standard Specialist, Emergency Management, Programme and Project Management (OGC / MSP - UK qualified), Business Change Management, Stakeholder Management, Conference Speaking, Speaker, Sponsor, Delegate and Exhibitor sourcing for Worldwide Events, Event, Seminar and Conference Chairing, Crisis Management Trainer and Consultant, Simulation Exercises, BCMS Workshop and Training delivery, Embedding BC Management in SME/ Large/ Govt. organisations, Corporate Risk Management, Emergency Preparedness, Supply Chain Management – Resilience, Developing and Building Public/Private Sector Partnerships, Inter-Agency Cooperation, Performance Management Frameworks for BCM and Emergency Preparedness, 'In house' and bespoke BCM Training.



Clientele

Selective Client List/ Main Projects

- ADNOC – Business Continuity Management (BCM) Training
- Abu Dhabi Police – BCM Training
- BNI Middle East – Sales Training
- British Petroleum – First Aid and Fire Fighting Training
- DP World – BCM London 2012 Preparation
- Daisy Group – BCM Software Market Analysis
- Dubai Airports – BCM Training
- Dubai Petroleum – Crisis Management (CM) Training
- Dubai Supply Authority – Crisis Communication Survey
- Fleming Gulf – Conference Speaking
- Hamdan Bin Mohammed Smart University – BCM Training
- ictQATAR – BCM and Exercise Workshop
- Informa Middle East – BCM Training
- IQPC Middle East – Conference Speaking and BCM Workshops
- Kuwait Finance House – BCM and CM Training
- Mammoth Gulf – CM Strategy Analysis
- Petrofac Training
- Plus Specialty Training – BCM and CM Training
- RSA Insurance UAE – CM Training and Exercise Simulation
- Rabdan Academy – BCM, CM and Risk Management Training
- Resilient Regions Association – BCM and Security Workshop
- Silk Road Group – Project Management Training
- SKA Energy – First Aid and Fire Fighting Training
- TAPCO – Taweelah Asia Power Company
- UAE General Civil Aviation Authority – BCM, CM Training and BCM Strategy Consulting
- UAE General Secretariat of the Executive Council – BCM and CM Training
- Victoria BID – BCM London 2012 Preparation

Testimonials

"I am very pleased to be able to highly recommend Tim.

He is an expert in the field of Business continuity. His work at the MPS has been at both the strategic and practical levels and his work has made the service much better prepared to deal with any major event. Tim has excellent management skills which will be highly valued when he leaves the police for the private sector.

Chris Phillips GCGI FSyl
Managing Director at The International Protect and Prepare Security Office."

"I have known Tim since his first few days in Dubai. He is clearly both a leader and a true professional in his field. He identifies problems and weaknesses then provides solutions in a definable manner, ready for execution. His communication skills are exceptional and his delivery charming. Tim will bring great value to any organisation.

Patrick Gray
Senior Wealth Manager at Globaleye"

"I've known Tim for the past four years and have found him to be engaging, smart, and outgoing. He has the ability to bridge public safety and business continuity, and communicate the similarities and the differences in a concise and engaging way. The Met is an extremely complex organization, probably more complex than almost any private sector organization, and his programme (and his progress there) there have been excellent, particularly considering the budget cuts faced by the Met this year. I'm really looking forward to next year, when the Academy launches our London location, and I'm sure he will be an integral part of helping us be a success there, too!

Scot Phelps
Professor of Ambulance & Disaster Science at the Emergency Management Academy"



For registration(s) send us your Participants Name,
Designation email, address & cell numbers
Also please provide us organization's NTN #

register@quickbizgroup.com

Quickbiz Group Office No. 403 Tahir Plaza, Sultan Ahmed Road, Block # 7 & 8
JCHS, Karachi. Contact: 021-34209142 Mobile: +92-343-2508186,
+92-300-8294943 www.quickbizgroup.com



Quickbiz Cancellation Policy:
Substitutions are welcome. cancellation must be confirmed by email. For
Cancellation made in the 05 working days to the workshop, no refunds will be given.