



MARK PENBERTHY & ASSOCIATES

BCM PRAC

Training Course

By attending you will learn:

- How to write a BIA/RA
- How to develop a BC Strategy
- How to write a BCP
- How to develop a BCM Policy



BCM PRAC (Five-day) Training Course

NB Now Available in combination with the official BCI Certification course



Introduction

The BCM PRAC training course has been developed in response to frequent requests for BCM consulting templates and more specifically, instruction on how templates are correctly populated using the information gathered during BCM consulting exercises.

Templates are invariably developed over many years and are thus considered proprietary. BCM consulting firms are consequently reluctant to publicly disclose this information; it is therefore extremely difficult to source meaningful information in an open environment such as the Internet.

Why A BCM PRAC Course?

The BCM PRAC course is a hands-on course providing delegates with practical consulting exercises, as well as the necessary skills to:

- Initiate the BCM consulting exercise correctly
- Gather the relevant information (using supplied questionnaires)
- Populate draft templates (supplied)
- Develop draft reports (BIA/RA) and the BCM strategy from information gathered during the course
- Develop a Plan (BCP)

Who is the course aimed at?

The BCM PRAC course can be provided sequentially with the Business Continuity Institute (BCI) "Good Practice Guidelines 2013" certification course, over a combined period of two weeks.

During the first week of training, we can facilitate the 5 day BCI certification course, which is offered under our training licence agreement with the BCI. This is followed with the BCM PRAC course over the second week. Unique features are:

- **Delegates populate templates under guidance from the Instructor...**
- **Reports are updated with gathered information...**
- **Delegates keep populated templates!**

As pertinent (and possibly confidential) organisational information is gathered from delegates we prefer to offer this training in-house.

Combined Certification and Practical Business Continuity training

Target Audiences

The *combined* course is offered to individual practitioners who are:

- Seeking certification as a Business Continuity Professional through the BCI's internationally recognised accreditation programme.
- Requiring a set of documents (templates) which collectively meet the expectations of international best practices
- Requiring a skills-set in order to undertake independent consulting interventions
- Requiring practical training on how to gather and assimilate the correct information via recognised consultation techniques, and update documents during the course
- Interested in pursuing Business Continuity as a career option in a consultative capacity or as a specialist practitioner

Features

- Presented by the BCI's Licenced Training Partner in Africa
- Free templates provided to registrants
- Practical and hands-on course, delegates take home populated templates
- Rapid learning curve for attendees
- Course content alternates between presentations (preparation and explanation) and practical exercises
- Information gathered is highly relevant to the delegate's organisation/employer

Benefits

- Delegates participation in a live workshop environment
- Delegates observe the information gathering process
- Delegates work with practical consulting questionnaires
- Delegates work with and populate actual templates
- Delegates develop draft reports, a policy, a strategy and a BCP
- Delegates take home all of the developed documentation

- Documentation is populated with relevant information

What does the course cover?

Course Schedule

The course follows the following broad schedule:

| | |
|-------|--|
| Day 1 | BCM Policy and Embedding BCM Culture |
| Day 2 | Understanding the Business workshop |
| Day 3 | Business Impact and Risk Analysis workshop |
| Day 4 | Risk Register and BCM Strategy workshop |
| Day 5 | Business Continuity Plan workshop |

Modules and Learning Outcomes

Day 1

The five-day course commences with a on a BCM overview presentation, a review of a policy template and a presentation on the importance of embedding a BCM culture in the organisation.

At the end of Module 1, delegates will be able to:

1. Write a BC policy
2. Understand a training needs analysis
3. Understand an awareness campaign

Day 2

Day two focusses on the various tools used to understand the organisation and includes a workshop analysis of how the end-to-end business process is established.

At the end of Module 2, delegates will be able to:

1. Conduct interviews and workshops
2. Analyse the end-to-end business process
3. Assimilate gathered information

Day 3

Day three focusses entirely on Business Impact Analysis (BIA) and Risk Analysis. The BIA is developed in a live workshop environment with the active participation of delegates. The structure of the Risk Analysis template is discussed as well as the fields of input required for

a Risk Assessment report. Questionnaires are utilised or analysed in detail.

At the end of Module 3, delegates will be able to:

1. **Work with prepared questionnaires**
2. **Develop a BIA**
3. **Plan a risk analysis exercise and understand how to populate a threat assessment**

Day 4

Day four concentrates on the development of a BC Strategy; its components, resources required and the overall objectives of documenting the BC solution.

At the end of Module 4, delegates will be able to:

1. **Utilise the BC Strategy template and Design consolidation methodology**
2. **Apply the criteria for development of a viable BC Strategy**
3. **Assess the relevance of people, premises and resources and suppliers in developing a viable BC Strategy**

Day 5

Day five focusses on the critical components of a Business Continuity Plan (BCP) through analysis of the template, as well as a further analysis of a sample plan which is populated in draft format. The workshop concentrates on the methodology of collecting the required information in order to develop a BCP.

At the end of Module 5, delegates will be able to:

1. **Distinguish the differences between different types of BCP**
2. **Apply general principles in developing a BCP**
3. **Identify the necessary components of a BCP**

“The course was outstanding...it leaves a learner wanting more”.

Eliad E. Mndeme: *Principal Legal Officer, Local Authorities Pension Fund, Dodoma, Tanzania*

How is the course delivered?

The course is facilitated in a highly interactive workshop-based environment where delegates are not only expected to participate, but also encouraged to assume active Practitioner roles.

In-house training of groups is preferred in order to protect the confidentiality of information both gathered and disclosed. The information captured onto templates is accordingly highly relevant to the participating organisation as these become work-in-progress documents that can be returned to the workplace for further development.

The BCM PRAC course extends over five days; however in combination with the BCI “Good Practice Guidelines 2013” certification course the overall extent of the training is over a two week period, which ideally should be sequential.

Certificate

Mark Penberthy & Associates offers a certificate of attendance to delegates attending the BCM PRAC training course.

Documents provided to Course Delegates

- BCM Policy template
- Business Impact Analysis Questionnaire
- Risk Analysis Questionnaire
- Business process analysis
- Business Impact Analysis report
- Threat Assessment report template
- Risk quartile matrix
- BC Strategy template
- BCP template
- Draft BCP

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