



Live online course

12—15 October 2020

Daily

1:00 pm—4:30 pm AEST /
10:00 am—1:30 pm AWST

BCI Professional Practices Training

DESIGNING AND DELIVERING EFFECTIVE EXERCISES TRAINING COURSE—Live online

Course Description

This course provides the business continuity and resilience professional with the knowledge of how to design and develop exercises that work. Designing and delivering effective exercises is a skill to be mastered for any business continuity and resilience professional.

A key part of the Validation stage of the Business Continuity Management (BCM) Lifecycle, exercising the BCM programme for some is the most interesting part of the job. It helps us to practice what to do when things go wrong, and builds confidence and a capability that means the organization can more effectively respond, recover, take opportunities, and learn from a disruption. Exercises are the best way to test our systems, rehearse our plans, and a chance to safely prepare our people.

This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301 and ISO 22398.

Learning Objectives

- Appreciate the rationale for validating plans and the value this brings
- Be able to apply good practice to exercising programmes
- Be competent in selecting appropriate exercise aims, objectives and formats
- Explore the development of realistic scenarios to engage participants and achieve the aim
- Understand how to resource and coordinate delivery
- Be able to carry out post exercise evaluations and report lessons
- Leave with an exercise concept that can be delivered within the organisation

Who should attend?

Business Continuity and Resilience practitioners who require an in depth knowledge and understanding of how to plan, develop and deliver exercises in an organisation.

Certificate of Attendance

All students will receive a certificate of attendance from BCI and will be notified by BCI about seasonal membership offers.

Course Delivery

This course is delivered in a live online environment over 4 half-day sessions. All sessions will be interactive, consisting of presentations, discussions, polls, Q&A or virtual breakout rooms for group exercises.

Class will run each day from:
1:00 pm—4:30 pm Aust Eastern Std Time
10:00 am—1:30 pm Aust Western Std Time

Continuing Professional Development (CPD)

Participants will earn 16 hours towards their CPD on completion of this course.



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Key Topics

DAY 1

Module 1 People vs Paper – The Value of Exercising

- Test vs exercise
- Team and equipment capability
- Exercising within the BCM Lifecycle
- Supporting validating and continual improvement

Module 2 Exercise Programmes

- Validating plans over time
- The function of the exercise programme
- Developing an exercise programme

Module 3 The Design and Delivery Team

- What teams are required
- Roles within these teams
- Additional support needed
- Top management reporting

Module 4 Setting the Aim and Objectives

- Why aims and objectives are important
- How aims and objectives influence evaluation

DAY 2

Module 5 Format Options

- Different format types
- Format pros and cons
- Combining formats

Module 6 Scenario Development

- What is the function of the scenario?
- Linking the scenario to the objectives
- Presenting and controlling the scenario
- How to bring a sense of realism

Module 7 Logistics, Documentation, Resource and Communications

- Documents required to deliver an exercise
- Resource requirements
- Communications

Module 8 Delivery

- Key stages of exercise delivery
- Likely challenges

Module 9 Risk Management

- Risks of delivering an exercise
- How to respond to risks

Module 10 Evaluating and Reporting

- Post-exercise de-briefing
- Reporting results
- Lessons identified → lessons learned
- Continual improvement

Instructor

Kenny Seow is the winner of the BCI Global Award for Continuity and Resilience Consultant 2017. He has over 28 years of international experience in disaster recovery, business continuity and crisis management in banking, securities, education, health, logistics and government.

Kenny is a Partner at Riskwest, an Australasian consulting practice that provides business continuity and risk management support, training and advisory services to government, community service organisations and private sector companies in the region.

Kenny is a Member of the BCI (MBCI), an Approved BCI Instructor, and a former Director of BCI Australasia. He is qualified as an ISO 22301 Lead Auditor and Trainer. He has a Bachelor degree in Psychology and Computer Science, Master degree in Business Administration and Specialist Diploma in Disaster and Emergency Management System. He is also a volunteer with the WA State Emergency Service.



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About the BCI

The Business Continuity Institute (BCI) is the world's leading institute for business continuity. Established in 1994, the BCI has established itself as the leading membership and certifying organization for Business Continuity (BC) professionals worldwide.

With circa 8,500 members in more than 100 countries worldwide, working in an estimated 3,000 organizations in private, public and third sectors, the BCI truly is the world's leading institute for business continuity.

The BCI offers world-class, high-quality, award winning education services, delivered in partnership with BCI licensed Training Providers and Approved BCI Instructors located around the globe.

All Approved BCI Instructors are highly experienced and respected business continuity and resilience professionals, bringing a wealth of expertise to enhance your learning experience.

www.thebci.org

About Riskwest

Riskwest is a specialist management consulting firm providing advisory services in risk management and business continuity to a broad range of corporate, government and community service organisations in Australia and across Asia.

Our services are supplemented by a comprehensive selection of training programs that are developed and delivered by practitioners with extensive hands-on experience in multiple sectors, including financial services, mining, oil and gas, petrochemicals, utilities, transportation, logistics, government, and community service organisations.

We are Licensed Training Partners of the Business Continuity Institute (BCI) and International Consortium for Organisational Resilience (ICOR), and authorised to deliver their certification training courses and examinations.



Course registration

Register and pay online with

Eventbrite

https://
riskwest_bci_exercise_course_oct_2020.
eventbrite.com.au

If you prefer to be invoiced for the course, please email your request to events@riskwest.com.au

Course fee

AUD 1,800 per person

Fee Includes GST and course book.

In-house training available. Quotation upon request.

Terms and conditions

Riskwest reserves the right to make any amendments to the course, change the instructor, or cancel the course due to unforeseen circumstances.

If the course is cancelled, the course fees will be fully refunded. A replacement is welcomed if a participant is unable to attend the course. Cancellation will carry a 30% service charge if made in writing up to 5 working days prior to the start of the course. Regrettably, no refund can be given if cancellation is made less than 5 working days prior to the start of the course, for "no show", or absence from part of the course.

Contact Information

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