



## BCI Professional Practices Training

# INTRODUCTION TO BUSINESS CONTINUITY TRAINING COURSE

**Perth, WA  
17—18 Feb 2021**

### Course Description

This course is an introduction to the world of business continuity (BC). It is designed as a first step for newcomers to the subject of BC and for those for whom BC may be a part of their role or responsibilities who need to have a good understanding of the subject.

This course provides the new professional with the basic knowledge and understanding of the building blocks required for developing or maintaining a robust Business Continuity Management (BCM) programme and gives those individuals with a BC related role or responsibility an introduction to the discipline.

This course is based on the six Professional Practices of the BCM Lifecycle described in the BCI Good Practice Guidelines 2018 and reflects the current global thinking from ISO 22301. Note that this is not a preparatory course for the Certificate of the BCI Examination.

### Learning Objectives

At the end of the course, participants will be able to:

- Understand what business continuity is and its importance in building organisational resilience
- Explain why business continuity is important and what the benefits are
- Explain who should be responsible for business continuity
- Describe where business continuity can fit into an organisation and how it relates to other activities
- Understand how to practise business continuity
- Describe what good business continuity looks like

### Who should attend?

- Those new to business continuity and resilience who need to develop a good understanding of the subject matter
- Individuals with responsibility for overseeing, supporting or implementing business continuity within their business areas or 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 2-day classroom based course will be delivered in accordance with Government guidelines on COVID-19 in relation to social distancing requirements.

### 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

#### Introduction

- What is business continuity and organisational resilience?
- Benefits of business continuity
- The BCM Lifecycle and six Professional Practices

#### PP1 Policy and Programme Management

- Business continuity policy
- Scope of the BCM programme
- BCM documentation

#### PP2 Embedding

- Competencies and skills
- Training and awareness

#### PP3 Analysis

- Business impact analysis
- Risk and threat assessment

### DAY 2

#### PP4 Design

- Business continuity solutions
- Risk and threat mitigation measures

#### PP5 Implementation

- Response structure
- Developing and managing plans

#### PP6 Validation

- Developing an exercise programme
- Types of exercises
- Review and maintenance
- Continuous improvement

## Daily schedule

8:00 am — 8:30 am	Registration (Day 1 only)
8:30 am — 10:00 am	Session 1
10:00 am — 10:15 am	Coffee break
10:15 am — 12:00 pm	Session 2
12:00 pm — 1:00 pm	Lunch break
1:00 pm — 2:30 pm	Session 3
2:30 pm — 2:45 pm	Coffee break
2:45 pm — 4:15 pm	Session 4
4:15 pm — 4:30 pm	Summary / End

## 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.

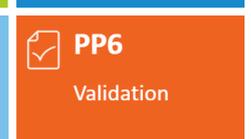
Kenny is a Partner at Riskwest, an Australasian consulting practice that provides business continuity and risk management support, training and advisory services to government, community service organisations and private sector companies in the region.

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.

### Management Practices



### Technical Practices



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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](http://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://  
bci\\_intro\\_bcm\\_course\\_perth\\_feb\\_2021.  
eventbrite.com.au](https://bci_intro_bcm_course_perth_feb_2021.eventbrite.com.au)

If you prefer to be invoiced for the course, please email your request to [events@riskwest.com.au](mailto:events@riskwest.com.au)

## Course fee

**AUD 1,800 per person**

Fee Includes GST, course handouts, morning tea, lunch, and afternoon tea.

In-house training available. Quotation upon request.

## Venue

Forrest Centre Conference Facility  
Level 14, 221 St Georges Terrace  
Perth, Western Australia 6000, Australia

## 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. Course delivery may also be changed to a live online mode should government restrictions related to COVID-19 be introduced.

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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