
AdTAPT
Business Continuity Management Command Academy
Programme
10TH – 12TH June 2008
11th – 13th November 2008

Joining Instructions

You are invited to attend the Adtapt Business Continuity Command Academy, a bespoke training course that has been developed to meet the requirements of those with transferable skills seeking a new career in Business Continuity Management or as an intermediate level for refreshing or improving basic skills. The curriculum is in line with best practice, BS25999 and all current BCI guidance. The venue and times are as follows:

Sterling House,
1-2 Back St Annes Road West,
Lytham St Annes, Lancashire, FY8 1RD

You can download a map or directions from www.adtapt.com. The nearest airport is Blackpool which Ryanair operate from, flying daily to Dublin; nearest Mainline station is Preston and there is a direct train from Leeds (Trans-Pennine Express) and Edinburgh (Virgin Trains), you can get the little train to St Annes On-The-Sea from Preston but there is only one train an hour (terminates Blackpool South). By car we are 3 miles from the end of the M55 Motorway.

Due to travel we will start on 1000 hrs on day 1 but please be prepared to work a little later. On the final day we will start at 0900hrs and aim to finish at 1600hrs, allowing travel home before the M6 rush hour.

You do not need to bring any materials since they will be provided during the courses in both paper and electronic formats. There are PCs for your use and a wireless network if you prefer to use your own laptop.

The course programme is attached.

Dress code is business/casual.

Refreshments and lunch is provided. Dinner is provided on the final evening. Please advise of any special dietary requirements. We have accommodation to meet any budget from the Dalmeny 4 star Hotel to "Mrs Miggins" B&B at £22 pppn, please let me know if you need assistance booking accommodation.

Feel free to email or call if you have any questions. The Adtapt Team and I are looking forward to meeting you in person.

Andy Tomkinson MBCI
07957 392616

Course Description

This 3-day course is intended for those with existing transferable skills seeking a new career in Business Continuity Management or as an intermediate level for those refreshing or improving basic skills. The key areas are; incident management, business continuity, disaster recovery and contingency planning.

Topics cover all aspects of business continuity management and will focus on the development and use of a set of tools which can be customised to suit any specific business area. Each delegate will take away a set with them for future reference in both hard copy and electronic format.

Participants will be expand their knowledge in proven methodologies, risk identification and analysis, business impact analysis, and the identification and evaluation of reserves, alternatives and recovery methods. Incident (Crisis) Management and IT disaster recovery solutions and the DR contract negotiation process are also explored. Class participation and practical exercises are preferred over PowerPoint presentations therefore the course is highly interactive. Syndicate work and individual presentations are used to confirm learning and challenge students.

The course is unique in the BCM industry to have a personal career guidance session. This is facilitated by a recruitment specialist who will cover CV writing, interviews, gaining professional qualifications, market research, negotiation of employment terms and conditions, salary review and confidential career advice. The idea is to allow second career seekers to transition into the BCM industry using their existing skills and experience. Alternatively, entry level practitioners can enhance their BCM skills and ensure they have the latest advice on career development through individual coaching and mentoring.

The curriculum is in line with the Business Continuity Institute (BCI) best practice guidelines and the new British Standard BS25999. It will enable delegates to deliver a BCM programme in their own organisations.

Presenters are Andy Tomkinson MBCI, Ian Speirs MBCI, Sue Stallard MBCI (The Current BCI Manager of the Year) and Angela Tomkinson MBCI. The career guidance is done by industry experts from search and selection agencies. For more information on the presenters please visit www.adtapt.com

Preparation

There is no requirement to formally prepare. Without being overwhelmed you can browse some of the websites listed below, perhaps flick through the BCI glossary of terms and look at their 10 competency standards. Finally, if you want to see what are the hot topics in BCM are visit Continuity Central.

www.ukresilience.info/ccact/
www.thebci.org
www.continuitycentral.com

Attendance

Students will each receive a certificate.

All documents and materials will be available in electronic and paper format including video clips and digital photographs

COMMAND ACADEMY PROGRAMME

Day	0900	1030	1200	Lunch	1400	1530	1700
Day 1 Tue	Intro Personal objectives	BMCS Governance	Risk BIA	Lunch	Incident Mgt and Battlebox	Integration with externals	Homework 1
Day 2 Wed	DR Telephony Power	Plan Building & Software	Rehearsals Training	Lunch	Rehearsal Facilitation	Quality Audit Maintenance	Homework 2 Dinner Blackpool
Day 3 Thu	Revision	Career guidance	Mentoring Coaching	Lunch	Interviews	Disperse	

Tue Day 1

0900 hrs

Arrive and Introductions

0930 hrs

Personal objectives

Setting aims and enablers for course

KPIs, benchmarking, professional accreditation

Exercise #1 Join the dots

1030 hrs

Coffee

1045 hrs

Governance and Business Continuity Management System

Inception, deliverables, budget and quality

Initiation and Policy

Sponsorship, champions, policy and diligence

Preparation of resources and measurement of success

Sources for assistance

What is scaleable, appropriate and cost effective?

Exercise #2 Completing the paperwork

1130 hrs

Risk And Business Impact Analysis

Exercise #3 Shipping Risk

The differences between risk evaluation and Business Impact Analysis

How to translate the language into business terms

How we can present this to get sign off and for it to make sense

What do we do with the results?

Cost benefits - does everyone need BCP?

1230 hrs

Lunch

1330 hrs

Incident (Crisis) Management and Battlebox

Selection, Roles and responsibilities

Convening, Familiarity with plans and procedures

Human aspects – inoculation

Culture and personal responsibility

Top management - good intentions or interference?

Tools and Techniques Battlebox Contents

Exercise #4 Defining timescales, hierarchy and integration

1415 hrs

Structure of Teams

Gold Strategic Silver Tactical Bronze Operational
Private Sector Co-operation with Public Sector responders
Dos and Don'ts for Incident Management Teams
Agenda, Checklists and Emergency Operating Centres
Exercise #5 To Infinity and Beyond (the Evacuation)

1500 hrs Coffee

1515 hrs

Integration

Emergency Services and Local Authorities
Press and Communications
Families and Community
3rd Parties and Supply Chain
Salvage and Restoration
Regulator and Authorities
Corporate and Social Responsibility

1600 hrs

Case study

Exercise #6

1700 hrs

Summary (reading, revision, homework #1)

Wed Day 2

0900 hrs

Revision

Homework #1 Presentations

0930 hrs

Disaster Recovery, Telephony, Power

Technical DR capabilities and contract specification and negotiation
Telephony, connectivity and technical communications
Power provision, generation, distribution loads, combined cooling and power.
Exercise #7 DR contract terms and conditions

1030 hrs

Coffee

1045 hrs**Business Continuity Plan Building and Software**

Style and content

What goes in a plan (and what stays out)

Plan building aligned with business roles and responsibilities

The navigation of plans and processes to achieve understanding and familiarity

Plan assumptions and inter-dependencies

Relative merits of software products

Exercise #5 in plan writing

1130 hrs**Rehearsals and Training**

An overview of exercises and rehearsals

Plan validation

Familiarity

Preparation

Training

Exercise #6 in preparing to facilitate a rehearsal

1230 hrs**Lunch****1330 hrs****Rehearsals and Training Facilitation & Debriefing**

Facilitation skills

Integration and participation

Post exercise debriefing, reviews and plan revisions

Exercise #7 Conducting a rehearsal

1530 hrs Coffee**1545 hrs****Quality Audit and Maintenance**

BS25999

Self, Internal and External Audit

Quality Assessment

Maintenance tools and techniques

Assurance and Benchmarking

Exercise #8 Types of audit and reviews

1630 hrs**Summary**

Reading, Revision, Homework #2

Evening Entertainment in Blackpool

Thu Day 3

0900 hrs
Revision

0930 hrs
Career Guidance
Update on the BCM market
Remuneration and benefits
Training needs analysis
Professional qualifications
Industry trends

1030 hrs
Coffee

1045 hrs
Mentoring and Coaching
Career progression
CVs, Documentation and applications
Contract negotiation and working with agencies
Employment lifecycle

1230 hrs Lunch

1330 hrs
Interviews
Personal interviews

1430 hrs Coffee

1445 hrs
Interviews
Personal interviews

1600 hrs
Critique and Disperse