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**AdTAPT**  
**Business Continuity Management Top Gun Programme**  
**3<sup>rd</sup> – 7<sup>th</sup> March 2008**  
**13<sup>th</sup> – 19<sup>th</sup> October 2008**

### **Joining Instructions**

You are invited to attend the Adtapt Business Continuity Top Gun Course. It is the only advanced training available for experienced practitioners. The content exceeds the standards, guidance and practices published in BS25999 parts One and two, Civil Contingencies Act, BCI Good Practice 2008 and BCI competencies. It is 5 days and there will be both entrance and final examinations. 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](http://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 at 1000 hrs on day 1 but please be prepared to work a little later. Most days we will finish around 1700hrs depending on conversation levels! On the last 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. 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 is advanced level business continuity training for the experienced practitioner. The course assumes thorough knowledge and practical experience which will be assessed by an entrance examination which is a 3 hour written paper covering various compulsory and optional questions on BCM.

Students will be able to select areas for improvement as project work throughout the course. The academic sessions are highly interactive to challenge accepted practice and debate approaches and methodologies. Each theory session is underpinned by practical exercise to create, deliver, facilitate, de-brief or report in case studies across various industrial sectors at various hierarchical levels.

There will be collective course assignments, syndicate exercises, individual presentations and open debate. Outputs will include articles for publication, white papers, research and multi-media. It is an opportunity to exchange ideas and experiences. It will be possible to challenge and road test software, protocols and procedures in a safe learning environment.

There is a final examination to measure progress.

Presenters are Andy Tomkinson MBCI, Ian Speirs MBCI, Sue Stallard MBCI (The Current BCI Manager of the Year) and Angela Tomkinson MBCI. For more information on the presenters please visit [www.adtapt.com](http://www.adtapt.com). There are several guest speakers and expert facilitators throughout the course.

## **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/](http://www.ukresilience.info/ccact/)

[www.thebci.org](http://www.thebci.org)

[www.continuitycentral.com](http://www.continuitycentral.com)

## **Attendance**

Graduates will be presented with a certificate and inducted into the Top Gun Hall of Fame.

## BUSINESS CONTINUITY MANAGEMENT

### TOP GUN PROGRAMME

Day	0900	1030	1200	Lunch	1400	1530	1700
Day 1 Mon		Entrance Exam		Lunch	Personal objectives	Risk BIA	Case study
Day 2 Tue	BMCS Governance	Insurance and risk transfer	Supply Chain	Lunch	PR Comms	Lobbying Threats History	Guest #1 DB
Day 3 Wed	Awareness Visibility	HR	DR Telephony Power	Lunch	Incident Mgt and Battlebox	Integration with external	Guest #2 RM
Day 4 Thu	BCPs	Standards Legislation Audit	Maintain	Lunch	Salvage Restoration	Rehearsals Training	
Day 5 Fri	Final Exercise			Lunch	Final Exam		

## **Business Continuity Management Top Gun Overview and Objectives**

### **Mon Day 1**

**1000 hrs Arrive and Introductions**

**1030 hrs ENTRANCE EXAMINATION**

- 3 Hour Paper

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**1330 hrs LUNCH**

**1430 hrs PERSONAL OBJECTIVES**

- Setting aims and enablers for course
- KPIs, benchmarking, professional accreditation

**1515 hrs COFFEE**

**1530 hrs RISK MANAGEMENT AND BUSINESS IMPACT ANALYSIS**

- Terminology and application
- Strategy and structure
- Results and reporting
- Cost implications and business cases

**1615 hrs Case study**

- Syndicate work and presentations

**1700 hrs SUMMARY (reading, revision, homework)**

## **Tues DAY 2**

### **0900 hrs BMCS AND GOVERNANCE**

- Inception, deliverables, budget and quality
- Business Continuity Management System
- Scale, time, cost, collaboration
- Governance, policy, scope, benefits and drivers

### **0945 hrs INSURANCE AND RISK TRANSFER**

- Types of policy and terms
- Risk measures
- Outsourcing and Off-shoring

### **1030 hrs COFFEE**

### **1045 hrs CHAIN SUPPLY**

- Customers, suppliers and stakeholders
- Value chains
- Regulators and authorities
- Infrastructure providers

### **1130 hrs EXERCISE #1**

- Ex Paper Push
- Creation, administration and structure of documentation.

### **1230 hrs Lunch**

### **1330 hrs PR AND COMMUNICATIONS**

- Public Relations and reputation
- Public Affairs and confidence
- Journalists and News Media
- Internal communications
- Crisis Communications; Hotlines, Internet, TV, Radio, Newspapers

### **1415 hrs LOBBYING, THREATS, HISTORY**

- Political and organisational lobbying
- Threats and events
- Trends, topical stories and historical learning

### **1530 hrs COFFEE**

### **1615 hrs EXERCISE #2**

- Ex Media Manipulation
- Handling interviews and press conferences

### **1700 hrs SUMMARY (reading, revision, homework)**

### **Evening Guest Speaker #1 DB**

## **Wed DAY 3**

### **0900 hrs AWARENESS AND VISIBILITY**

- Campaigns, materials, tools and techniques
- Embedding into culture, publicity, champions, recognition

### **0945 hrs HR**

- Human aspects of BCM, human response, physiology, emotions
- Succession planning, remuneration, industrial relations
- Relocation, work life balance, performance and degradation

### **1030 hrs COFFEE**

### **1045 hrs DR TELEPHONY, POWER**

- Technology, networks, data, applications and hardware
- Back up, redundancy and resilience
- Telephony, connectivity and technical communications
- Power provision, generation, distribution loads, combined cooling and power

### **1130 hrs EXERCISE #3**

- Ex Artificial Intelligence
- The balance between personnel and technology with premises and the supply chain.

### **1230 hrs LUNCH**

### **1330 hrs INCIDENT MANAGEMENT AND BATTLEBOX**

- Triggers, drills and speed of reaction
- Appropriate equipment

### **1415 hrs INTEGRATION WITH EXTERNALS**

- Splendid isolation is bad practice
- Engagement and coordination
- Agencies and 3<sup>rd</sup> Party structures

### **1530 hrs COFFEE**

### **1615 hrs EXERCISE #4**

- Ex Real Life
- Simulating real life in association with event types (Sudden/Creeping/Predictable)

### **1700 hrs SUMMARY (reading, revision, homework)**

### **Evening Guest Speaker #2 RM**

## **Thurs DAY 4**

### **0900 hrs BCPs**

- Documents and software
- Style and content

### **0945 hrs STANDARDS, LEGISLATION AND AUDIT**

- BS25999 Series and other standards
- CCA 2004
- Good Practice guides, MIFiD, Basle, Corporate governance
- Self, Internal and External Audit

### **1030 hrs COFFEE**

### **1045 hrs MAINTENANCE**

- Software
- Prompts and ownership
- Quality versus existence

### **1130 hrs EXERCISE #5**

- Ex Plan Production
- Building different styles of effective plans

### **1230 hrs LUNCH**

### **1330 hrs SALVAGE AND RESTORATION**

- Damage assessment
- Containment and limitation
- Timescales and priorities
- Awareness of consequences and latent issues

### **1415 hrs REHEARSALS AND TRAINING**

- Training needs analysis
- Selection and invitation of participants and teams
- Progression of exercising and testing regime

### **1530 hrs COFFEE**

### **1615 hrs FINAL EXERCISE PREPARATION**

- Syndicate preparation

### **1700 hrs SUMMARY (reading, revision, homework)**

### **Evening Entertainment in Blackpool**

**Fri DAY 5**

**0900 hrs FINAL EXERCISE**

- Ex Swan Song

**1030 hrs COFFEE**

**1045 hrs FINAL EXERCISE**

- Ex Swan Song

**1200 hrs LUNCH**

**1300 hrs FINAL EXAMINATION**

- 3 hour paper

**1600 hrs CRITIQUE AND DISPERSE**