

MANAGE AND IMPLEMENT BUSINESS CONTINUITY PLANS

(Synchronous and Asynchronous e-Learning)

Up to 70% WSQ Funding & Absentee Payroll Claim available!

COURSE OVERVIEW

The course covers identifying the business continuity team and the roles and responsibilities of members. It will also cover executing business continuity plans, coordinating crisis response and recovery activities and identifying and managing synergies in resource usage. This course will also guide participants in communicating with employees on business continuity plans.

COURSE OBJECTIVES

To equip learners with essential skills and knowledge to:

- ⇒ identify the key person & form the BCM and related teams
- ⇒ adopt the types of continuity plans and the business continuity resources
- ⇒ applying the completed business impact analysis and risk assessment reports, prepare a business continuity plan for the organisation
- ⇒ disseminate the BCM information to relevant stakeholders

COURSE AUDIENCE

- Business Continuity Managers, Risk Managers, Coordinators and key appointment holders responsible for BCM Program
- Individuals who are keen to know more about BCM as a career

COURSE PREREQUISITE

- Learners are expected to have completed the “WSQ Conduct Risk Assessment and Business Impact Analysis” course or have an understand in the earlier phase of BCM.

MODE OF ASSESSMENT

All learners are required to pass the following assessments to be deemed competent: Written Test (Open Book), Written Assignment, Oral Presentation

- ✓ Statement of Attainment (SOA) upon successful completion of course

Learners will receive :

- ✓ Practical BCP Template
- ✓ Access to BCP Asia eLearning platform (eLearning module should be completed before the classroom training date—around 1 hr 15 mins)

COURSE OUTLINE

- ◇ Identify Business Continuity Team and relevant roles and responsibilities in consultation with relevant stakeholders
- ◇ Execute business continuity plans in accordance with recovery strategies, business continuity strategies and framework
- ◇ Coordinate the organisation’s crisis response and recovery activities in accordance with Business Continuity policies
- ◇ Identify and manage synergies and conflicts in resource availability and access in consultation with relevant stakeholders to ensure optimum resource allocation
- ◇ Implement procedures to communicate with and educate employees on Business Continuity plans

FEES

COURSE FEE : SGD 1,200 (BEFORE GST)

Type	WSQ Training Grant	You pay (after grants)	Absentee Payroll (AP)	You pay (after grants & AP)
SME	S\$ 840	S\$ 360 + GST	Up to S\$ 81	S\$ 279 + GST
Non-SME	S\$ 600	S\$ 600 + GST	Up to S\$ 81	S\$ 519 + GST
	S\$ 840 [#]	S\$ 360 + GST	Up to S\$ 81	S\$ 279 + GST

[#] For Singapore Citizen, aged 40 & above

* Term & Conditions apply, based on non-WTS costing

* Absentee Payroll only applicable for courses conducted during working hours

