

WS02

MANAGE AND IMPLEMENT BUSINESS CONTINUITY PLANS

TGS-2015500720

2 Days

Conducted by:



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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 guide participants in communicating with employees on Business Continuity Plans.

To equip participants with essential skills and knowledge to:

- Identify the key person & form the BCMS 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 Plans for the organisation
- Disseminate the BCMS information to relevant stakeholders

COURSE OBJECTIVES

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 & Solutions
- 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

Learners will receive

- Practical BCP Template
- E-Certificate of Attendance issued by BCP Asia
- Statement of Attainment (SOA) issued by SSG upon successful course completion**

Fees (Before GST)

	SME	Non-SME/ Self sponsored
Course Fee	\$1200	\$1200
Training Grant	\$840	\$600/\$840*
After Grant	\$360	\$600/\$360*

Grants include: Baseline SkillsFuture Funding, Mid-Career Enhanced Subsidy, Enhanced Training Support for SMEs, subjective to SSG grant approval.**

*For Singapore Citizen, aged 40 & above.

**Criteria for course completion and grant approval:

1. Minimum 75% Singpass attendance. 2. Competent in assessment. 3. Full payment

Course Audience

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

Modes of assessment

- Written Test, Written Assignment and Oral Presentation
(60 minutes Oral Presentation will be conducted online post course.)

Course Prerequisite

- WLPN Level 4, GCE "O" Level and above
- Completed the "WSQ Conduct Risk Assessment and Business Impact Analysis" course or have an understanding in the earlier BCMS phase