

# Business Continuity Planning

## Making and testing a Business Continuity Plan

Early Bird Only!  
**\$US400** + 10% VAT  
If you register and pay by  
**30 June 2009**

Date: 22 July 2009

Time: 9.00am – 5.00pm

Venue of the **Jakarta** course to be announced on registration

### Course Description:

No workshop can prevent a disaster from effecting your organisation, but good training and good planning will help you respond faster and more effectively when one does occur.

The morning session of this workshop on business continuity planning (BCP) will help you prepare a plan to respond to all kinds of disasters and crises. At the outset, you will receive a template for a business continuity plan (BCP), and the workshop instructions will help you understand how to complete it for your business.

Not every incident will be catastrophic to your business, but some minor incidents will become catastrophes if not handled properly. The instructor will help you assess the business impact – financial, operational, regulatory, reputational – of a calamity or crisis on your business. He will also help you select operational and crisis management strategies that are appropriate to the impact. Communication with external parties – emergency responders, customers, media, regulators, shareholders – is the biggest challenge in any disaster, and will be part of the workshop.

In the afternoon session, attendees will have the opportunity to participate in a table-top disaster simulation impacting a Jakarta-based business.

The specific scenario will be revealed to teams of participants who must then craft strategies as the disaster event evolves and circumstances change. There will be many opportunities to experience the chaos and confusion of a disaster and learn ways to cope, improvise and resume operations through organisation, cooperation, leadership and preparation.

### Key Topics:

- BS 25999 international standard BCM methodology
- Risk and Business Impact Analysis. Identifying exposures and Mitigation alternatives.
- Creating and Managing the Crisis Management and Business Continuity teams.
- Emergency Response and Business Continuity Operations: Incident Reporting, Escalation Procedures and Continuity Procedures.
- Putting theory into practice - table-top disaster simulation.

### Some of the course handouts:

- 1) Before your BCP: 10 Actions you can take today.
- 2) Facility Risk Assessment – done for an actual company.
- 3) Business Impact Analysis questionnaire.
- 4) Business Impact Analysis report.
- 5) Continuity Strategy table & explanations.
- 6) BCP Exercise Task List template.

### Who should attend:

- Executives and officers who are responsible for managing and implementing the BCM program for their organisation.
- Those who are new to BCM and want to gain a good appreciation of the risks, business issues and planning processes involved.
- Department BCM coordinators who have responsibility for BCM within their sections.

### Testimonials from prior course attendees:

*“The Lecturer is professional and experienced. Presentation skill is excellent.”*

*“Good sample forms and documents.”*

*“.....wealth of experience of the instructor.”*

Course endorsed by:



Course developed by:



## INSTRUCTOR



**Nathaniel Forbes** is a very entertaining trainer, speaker and writer who founded and manages the consulting, outsourcing and placement firm Forbes Calamity Prevention (FCP) in 1997 in Singapore. For 14 years, he and his colleagues have provided business continuity, emergency and crisis management planning to multinational and local clients around the region. Clients have included: ABN Amro Bank, BP, Celestica, Gillette, OCBC Bank, Pfizer, Singapore Stock Exchange, Siemens, Wyeth Nutrition, and popular Singapore restaurants Brewerkz, Café Iguana and Wine Garage.

Nathaniel writes ZDNet Asia's popular blog "BCP Confidential" <http://www.zdnetasia.com/blogs/bcp> and FCP's informative newsletter [http://www.calamityprevention.com/our\\_newsletters.php](http://www.calamityprevention.com/our_newsletters.php). Nathaniel Forbes ("Nat") is the elected President of the International Association of Emergency Manager's Asia Council which includes 27 Asian countries between Japan and Afghanistan. He contributes articles to the Asian Security Review, and regularly gives presentations and workshops at industry conferences.

Nat is a Member of the British Business Continuity Institute (MBCI) and he passed the Certified Business Continuity Planner (CBCP) examination in 1998. He is a past President of the Business Continuity Group in Singapore. He is working on obtaining his Certified Emergency Manager (CEM®) credential from the IAEM.

### THREE EASY WAYS TO REGISTER:

- By Email to: [information@lat-indonesia.com](mailto:information@lat-indonesia.com)
- By Telephone to: +62 21 756 1882
- By Fax to: +62 21 756 1883

Registration deadline: 15 July 2009

### REGISTRATION FORM

**Course fee: \$US500 +10% VAT**

The fee covers attendance at the course, course materials, refreshments and lunch.

**Additional 10% discount to Lane Archive Technologies (LAT) Clients**

**Early Bird Only!**

**\$US400 + 10% VAT**

If you register and pay by  
**30 June 2009**

#### Participant details

	Name	Contact phone number	Email address
1			
2			
3			

#### Contact person

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Payment method

- Crossed cheque** payable to  
P.T. Lane Archive Management  
P.O. Box 7600 JKS CCE, Cilandak 12560  
(Please write participant name on reverse of cheque)
- Bank transfer** to:  
P.T. Lane Archive Management  
Bank Mandiri A/C No:  
1270004690218 (USD)  
1270004690200 (IDR)  
Swift code: BEIINDJA  
Beneficiary address: C2 Taman Tekno,  
BSD, Tangerang 15314.

#### Booking conditions

- 1) Registrations will be confirmed upon receipt of your completed Registration Form.
- 2) Full payment must be made by the date of the course.
- 3) If you are unable to attend the course after registration, no refunds for cancellation will be made, however substitutions are permitted without additional costs.
- 4) We reserve the right to cancel or alter the content and timing of the program.