

BUSINESS CONTINUITY and DISASTER RECOVERY PLANNING

Manage Recovery – Save Your Business

**Two-Day Workshop Facilitated by
James Crown, Chief Executive Officer, Knowledge Group Consulting**

Course Objective

Disasters and major disruptions are unexpected and strike at all level of business. Planning for business continuity in an environment of crisis is a vital strategic and risk management necessity — not only for corporate governance, but for pure business survival. The legal, social, political and financial implications of not identifying potential disaster scenarios and having in place a tested and well maintained recovery plan can be catastrophic. While a disaster cannot always be avoided, an effective business recovery plan can protect against potential damage and allow you to find opportunity in a crisis.

In this two-day workshop you will learn how to initiate and manage a business continuity plan, evaluate and control disaster-level risks, carry out a business impact analysis, develop continuity and recovery strategies, document work area and corporate recovery plans, develop awareness and training programs, and maintain and improve the plan in the longer term. This course is about total site recovery – bringing your business back to life.

Highly interactive, with 'Doing Exercises' built around your own organisation, its strategies and needs, you will come away from this workshop with a high level of confidence in your ability to recover from a range of potential disruptions and disasters.

The workshop will include a comprehensive workbook covering theory and practice and including tools and templates, models and graphic descriptions. The manual is used during the course and is then a reference guide when you return to your desk.

At this two-day workshop you will:

- Identify and assess disaster and disruption potentials in your business
- Develop crisis management plans through a tested response process
- Create and manage a Recovery Executive Committee structure to lead the effort
- Establish a Recovery Secretariat to maintain and test the plan
- Link your recovery planning to organisational performance and business continuity
- Translate strategies into actions that drive emergency management and recovery
- Understand the essentials of communicating to staff, customers and other stakeholders
- Build and manage recovery teams from critical areas of the business
- Minimise disruption, legal and financial loss
- View case histories and lessons learned from practical, everyday disasters
- Develop a detailed table of contents for your plan before you leave the workshop

Who Should Attend?

Senior management and operational managers who would be responsible or involved in a recovery effort, should your organisation be suddenly hit by a major discontinuity — a disaster or major disruption.

- Strategic planning/Operations planning
- Emergency Response Managers
- Financial Controllers
- OH&S & Environmental Managers
- Risk/Internal Audit Managers
- Public Relations Managers
- IT/MIS/Facilities Managers
- Operational Unit Managers
- Corporate Affairs Managers
- Human Resource Managers