

## Business Continuity Implementer Course

CONNECTION 裝備未來  
 TECHNOLOGY  
**FUTURE SKILLS**

Course Fee: HK\$10,600 (May apply up to HK\$7,066 subsidy)

\*Maximum saving, with the final grant subjects to approval.



Cyber security risks and information security risks are always the key concerns of many organisations, especially the exponential rise in cases when the Work From Anywhere (WFA) becoming a new normal in post pandemic era.

Developing a comprehensive business risk response and management system with the support of new and emerging technology can efficiently and effectively cushion the impact from the potential risks. Business can implement measures to reduce the risks and it so when they happen, the escalation, decision-making and response structure are already put in place and quick responses are expected.

The course guides you through the implementation of crisis management, response plan and business continuity in order to mitigate the potential impact of cyber security and information security risks could bring.

Programme code	10012761-01
Date and time	7-9 Nov 2022 (3 days) 09:00 – 17:00
Venue	Online Broadcast 
Medium	English
Course fee	<p><b>Early Bird Price (deadline on 7 Oct 2022):</b></p> <ul style="list-style-type: none"> <li>- Staff of Organiser or Member of Supporting Organisations: HK\$9,600/person</li> <li>- Non-member: HK\$10,100/person</li> </ul> <p><b>Regular Price:</b></p> <ul style="list-style-type: none"> <li>- Staff of Organiser or Member of Supporting Organisations: HK\$10,100/person</li> <li>- Non-member: HK\$10,600/person</li> </ul>
Remarks	The application deadline is <b>31 Oct 2022</b> . Late submission will NOT be considered.

## Supporting Organisations (in arbitrary order)



## Course Objectives

At the end of this course, participants should be able to:

- ✓ Identify and analyse threats that may disrupt business operations
- ✓ Identify the critical business functions, resources, interdependencies, prioritisation and determine their impacts to business
- ✓ Implement crisis response and communication plans for cyber security

## Course Outline

*Private Class is Available!*

This 3-day official training will cover the following aspects:

- Explain the Business Continuity Management System (BCMS) Framework with reference to ISO22301:2019
- State the purpose of business impact analysis and its process
- Identify Prioritise Functions (PA) within the business unit(s)
- Analyse and quantify the impact of internal & external influencing factors
- Analyse interdependencies and resources of PA
- Write the Business Impact Analysis (BIA) report for business units
- State the purpose of Risk Analysis and its process
- Identify and analyse threats that may disrupt business operations
- Determine the probability and impacts of each risk/threat
- Recommend solutions and/or mitigating strategies
- Identify Business Continuity Team and Response team roles and responsibilities
- Execute Business Continuity Plans in accordance with recovery strategies, business continuity strategies and framework
- Coordinate the organisation's crisis response and recovery activities, focusing on cyber security
- 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 and Response plans

## Mode of Assessment

All attendees are required to pass the following assessments to be deemed competent. Statement of Attainment (SOA) will be given upon successful completion of the course.

- ☐ Written Test (Open Book)
- ☐ Written Assignment
- ☐ Oral Presentation

## Target Audience

This course is recommended for :

- Cyber security managers
- IT managers
- Risk managers
- Operations managers
- Business managers
- Compliance managers
- Emergency planners
- Business continuity managers

## Certificate of Training

Participants who have attained 75% or more attendance will be awarded an Attendance Certificate.

## Trainers

### Mr Henry Ee

*Managing Director, Business Continuity Planning Asia Pte Ltd*

With more than 25 years of experience in the industry with expertise in Business Continuity, Risk, IT-Disaster Recovery, Business Resilience and Crisis Management, Henry has undertaken over 500 projects in advisory and training roles, spanning across Asia Pacific, including Singapore, Malaysia, Brunei, Indonesia, Philippines, Sri Lanka, Hong Kong, Macau, Saudi Arabia, Australia, Mainland China and Thailand; covering a wide span of industries from Healthcare, Banking & Finance, Logistics, Manufacturing, Telecommunication, Transportation, Education to Public Sector. Henry has also trained and guided over 5,000 professionals across Asia, which some of them going on to attain their professional BCM certification.

An advocate for Business Continuity and Resiliency, Henry also speaks at many international and regional conferences and events. He also most recently served as a technical expert on the ISO panel for the latest revision to ISO22301:2019 and was in the working group for Enterprise Singapore's Guide on Business Continuity Planning for COVID-19.

He is a certified Business Continuity Professional, certified Management consultant as well as a qualified Adult Educator (AE).

## Trainers (Cont.)

### Mr Raymond Ee, MBCI, ACTA, MBA

*Senior Consultant, Business Continuity Planning Asia Pte Ltd*

More than 10 years of experience in the Business Continuity industry, Raymond provides Business Continuity advisory and training to organisations that spans over different industries. Prior to joining BCP Asia, he has 8 years of senior management experience as the General Manager in large factories, where he managed projects, marketing, human resources planning, process re-engineering and lean management. He also specialises in crisis management and has hands-on experience handling crisis such as labour strikes, ransom and bomb threat.

He is a certified Business Continuity Professional and is a qualified Adult Educator (AE).

## RTTP Training Grant Application

Companies should submit their RTTP training grant application for their employee(s) via <https://rttp.vtc.edu.hk/rttp/login> at least two weeks before course commencement. Alternatively, [application form](#) could be submitted by email to [rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk) along with supporting documents.

## Enrolment Methods

1. Scan the QR code to complete the enrolment and payment online.
2. Mail the crossed cheque with payee name "Hong Kong Productivity Council" (in HK dollar) and the application form should be mailed to Hong Kong Productivity Council, 2/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms Sophie HUANG). Please indicate the course name and course code on the envelope.
3. Only receipt printed with receipt printers at HKPC is valid. Receipt of cheque payment is subject to bank clearance.



<https://www.hkpcacademy.org/redirection.php?lang=en&code=10012761-01>