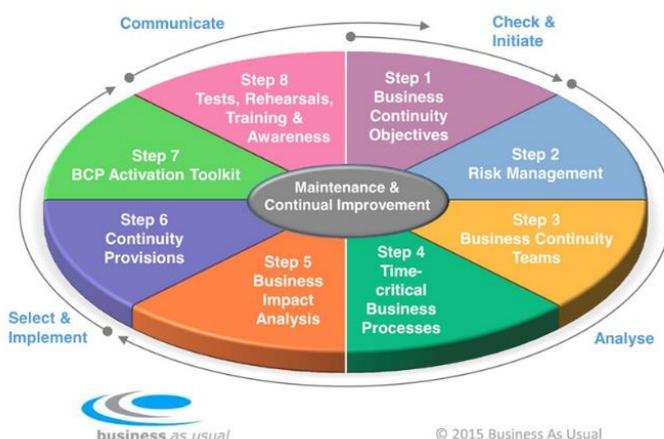# INTRODUCTION TO BUSINESS CONTINUITY – 12 HOUR COURSE

Suppliers entering the Defence sector are faced with several business decisions in relation to streamlining their management system. Most companies have been certified to AS/NZS 9001:2016 and for Defence primes, this is the basic 'entry ticket'.

Business Continuity Planning (BCP) has become front of mind amongst all levels of Government and the private sector, particularly since **recent pandemic and bush fire related business disruptions**. This seminar will fast-track your:

- ability to **create a BCP for your own company**, which is generally a tender response requirement to be able to work as a vendor for Defence
- ability to understand **how BCP fits in the broader Defence sector's internal processes** and how Defence (as many other Australian Government agencies) has been challenged by recent disasters in terms of their own Business Continuity capability inclding supply chain disruptions.

The course will cover the following:

- Introduction to the *Business As Usual* **8-step 'wheel' of best practice Business Continuity Management (BCM) ©,** any standards (e.g. ISO 22301), translating risk appetite into clear **Business Continuity (BC) objectives**, understanding key **operational risks** and how to categorise them based on consequence and documenting a user-friendly Risk Matrix.

- How to create **multi-disciplinary BCP teams** across 3 disaster phases, and achieve buy-in and enthusiasm from staff and managers to play a role in these.
- Seeking guidance from executives to agree on **time-critical processes**, collecting each department's continuity requirements, initial (manual) **work-arounds** and related **Maximum Tolerable Periods of Disruption (MTPDs)** through the use of concise workshops and simple **templates**.
- Creating a **BCP-on-a-Page** and determining **Recovery Time Objectives (RTOs)** and **Recovery Point Objectives (RPOs)** for key resources.
- Developing a **'toolkit' style activation plan** including appropriate incident notification tools, Quick Reference Cards and integrated IT Disaster Recovery procedures.
- Where to **store the BCP securely but easily accessible**, even if your systems are down or your building is inaccessible.
- Developing **staff awareness** about their BCP role before/during/after an incident
- How to facilitate **BCP tests and rehearsals** including believable scenarios.
- Maintaining your BCP and keeping the process 'alive' and compliant with relevant requirements.

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FORMAT FOR BUSINESS CONTINUITY SEMINAR

TIMING	LEARNING MODULE	FORMAT	EST. TIME TO COMPLETE
On demand	• Introduction to seminar and facilitator • Description of seminar bundle incl learning outcomes	Podcast	30 minutes
Week 1 **3pm, Aug 12**	• BC objectives • Risk Assessment	Webinar I	60 minutes, plus 30 minutes optional chat room participation
Week 2 **3pm, Aug 19**	• BC Facilitator nomination • BC team structure	Webinar II	60 minutes, plus 30 minutes optional chat room participation
Week 3 **3pm, Aug 26**	Instructions for completion of templates, including: • Time-critical business process examples • Business Impact Analysis (BIA) • BCP-on-a-Page	eLearning video	45 minute video 75 minutes individual work
Week 4 **3pm, Sep 2**	Review of completed templates and sharing of work-arounds and continuity strategies with other delegates	Webinar III	60 minutes, plus 30 minutes optional chat room participation
Week 5 **3pm, Sep 9**	• Documenting the BCP • Quick Reference Cards	Webinar IV	60 minutes, plus 30 minutes optional chat room participation 60 minutes of individual work
Week 6 **3pm, Sep 16**	• BCP Training and Awareness • BCP Tests and Exercises • Reviewing the BCP	Webinar V	60 minutes, plus 30 minutes optional chat room participation
1 month after completion	Post-course review – 1 month after webinar V	Closure webinar	60 minutes chat room session
TOTAL COURSE DURATION			**12 hours**

This seminar will be held:

- **Wednesdays from 3:00pm starting 12th August 2020** (total time span 6 weeks i.e. final webinar (V) on Wednesday 16th September 2020)

Post-seminar level 1 and level 2 upskill opportunity (ISO 22301 standard for Business Continuity)

Delegates who have completed this seminar could participate in the following compact 2-day Business Continuity seminars including certification exam:

1. **Level 1** upskill opportunity including lifetime global ISO 22301 Foundation certification
2. **Level 2** upskill opportunity including global ISO 22301 Lead Implementer certification

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INSTRUCTOR BIO:

Ms Rinske Geerlings

Rinske was awarded Risk Consultant of the Year 2017 by the RMIA, Outstanding Security Consultant of the Year 2019 Finalist by the OSPAs and BPW Businesswoman 2010-2013. She is an internationally known consultant, speaker and certified Business Continuity, Information Security & Risk Management trainer. She draws on more than 20 years' experience across Australia, New Zealand, Asia, Africa, South America and Europe.

Rinske has been changing the way organisations 'plan for the unexpected'. Her facilitation skills enable organisations to achieve their own results and simplifying their processes. She applies a fresh, energetic, fun, practical, easy-to-apply, innovative approach to Business Continuity Planning (BCP), Security, Risk and Disaster Recovery... topics often perceived as dull and cumbersome.

Hunter Defence Task Force acknowledges the commitment of the NSW Government, HunterNet, Hunter Business Chamber, RDA - Hunter, AiG, AIDN, ICN, Goal Group, University of Newcastle and Hunter TAFE in the cooperative development of the Defence Readiness series of seminars for SMEs.

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