



## ***What happens when your business is disrupted?***

### ***Ensure Business Continuity in Turbulent Times – Implementing SS 540:2008 BCM***

**Course Objective:** This course aims to equip the participants the principles of Business Continuity Management (BCM); the requirements of SS540:2008; how to prepare, document and implement effective Business Continuity Management systems so as to ensure the businesses will continue to meet the expected and/or minimum service levels in time of emergency.

**Course Content:** This course will introduce the principles of BCM; the guidelines and requirements as spelt out in SS540:2008; identify critical business functions; understand risk analysis, business impact analysis; MBCO; RTO; identify business recovery strategies and methods to mitigate key business risks; understand requirements and contents of BC Plan; ways and methods for conducting the tests and exercises; understand the Program Management requirements and its implementation.

Case studies and work sheets will be provided to help participants appreciate the concepts of BCM better and also to extract learning points on what to avoid and the best practices.

#### **What participants will receive:**

This program is endorsed by IMCS' Examination Committee and qualifies for 12 hours of Continuing Professional Education (CPE) hours. A Certificate of Participation will be awarded upon successful completion.

#### **Course Trainers' Profile:**

**Mr Philip Kee Tuang Loh** holds a Bachelor of Engineering (Hons), FCMC, PMC. Mr Kee is the current Vice President of Institute of Management Consultants (Singapore).

As Managing Director and Principal Consultant, Luke Philips International Pte Ltd, Mr Kee has wide -ranging experience in International and Singapore standards such as ISO 9001, 14001 and OHSAS 18001, BCM standards BS25999 and SS540 implementation training, consultancy and certification. His clients include MNCs, local government departments and agencies and SMEs. He was the Managing Director of BSI Singapore from 2004 until he retired in 2008. He has conducted many training programs based on BS25999 and SS540 in Singapore and Malaysia.

Philip is currently the external trainer and certification auditor for BSI Singapore for BS25999 and SS540 standards. He is bilingual in English and Mandarin in conducting consultancy and training.

**Who should attend and benefit:** This course is for business owners, senior managers, BCM co-ordinators and management consultants.

**Course Duration:** 2 full days.

**Course Fees:** The course fee is S\$750. Fees include course materials and meals. ***Enjoy a 10% discount off your course fee for each non-IMC member recommended.***

IMC members are entitled to 20% discount. Completion of this programme qualifies you for 12 CMC's CPE hours.

**Course Enquiry:** For more information on the course, please contact Institute of Management Consultants at Tel: 63721728 or email to: enquiry@imcsingapore.com.

*The above course is an approved activity of the Institute of Management Consultants, Singapore (IMCS). Started in 1992, IMCS is Singapore's professional institute for awarding Certified Management Consultant (CMC) in Singapore which is recognized worldwide. Supported by SPRING Singapore, the Institute also awards Practising Management Consultant (PMC) to local management consultants. Members of (IMCS) have a common goal in promoting consultancy as a necessary profession for the business community.*

## Registration

<b>Ensure Business Continuity in Turbulent Times – Implementing SS540:2008</b>		<b>Date: 9<sup>th</sup> &amp; 10<sup>th</sup> September 2010</b> <b>Time: 9am to 5pm</b> <b>Course Fee: S\$750.00</b> <b>Includes course materials and meals</b>	
Attendee(s) Name	Designation/Company	Contact Number	Email address
1.			
2.			
3.			
4.			
5.			
Billing address			
Postal Code:			
Contact person:			

1. **Registration:** A place will be reserved for you once IMCS receives your registration and payment. Please make payment by cheque. All cheques should be made payable to “**IMC Consulting Group**” with the name(s) of the attendees and name of the course written on the back of the cheque.
2. **Group Discounts:** This can be considered. Please contact IMCS at email: enquiry@imcsingapore.com for more information.
3. **Customized Courses:** This can be arranged if there are sufficient participants from organizations or from similar industries.
4. **Withdrawals by attendees:** A full refund will be granted if notice of withdrawal is given 14 days before the commencement of the course. No refund will be granted if notice of withdrawal is given when the course commences, however, replacements are allowed within the same course.
5. **Cancellation:** IMCS reserves the right to change or cancel the course due to unforeseen circumstances and IMCS will grant refunds.
6. **Course Venue:** Subject to the size of enrolment for each course, the course venue will be notified in advance.
7. **Upon completion of registration form,** please either fax it back to: +65 6372 1727 or email it back to: enquiry@imcsingapore.com