



Business Continuity Planning & IT Disaster Recovery Masterclass

(Based on ISO 27001, 22301 & 27031 requirements)

An all-encompassing educational and developmental experience

FNB Learning & Conference Centre, Sandton, Johannesburg/Online live streaming
22 – 24 February 2021

This workshop will be facilitated by a Business Continuity expert specialising in the financial services sector

www.dupleixinstitute.com

OVERVIEW

Is your organisation prepared when the unthinkable happens? “Black swan” events such as pandemics i.e. Covid-19 and cyber-attacks are becoming common place and businesses need to have continuity plans which are frequently tested. The workshop is based on best practices and is suitable for those looking at developing their knowledge and skills across the key areas of BCM, Disaster Risk Management and IT Disaster Recovery. This workshop session is suitable for those at both intermediate and expert levels of experience and features extensive 'hands-on' activities that deliver practical measures you can transfer directly to your business. The workshop sessions provide a solid foundation to develop your professional skills and help you connect and manage the full scope of Business Continuity Activities across Public and Private sector organisations of all shapes and sizes.

Our interactive approach is fun, engaging and lays the foundations needed to effectively introduce, manage and maintain your whole Business Continuity Management process easily, quickly and cost effectively.

WHO SHOULD ATTEND?

- CEOs and Managing Directors;
- CFOs, CTOs and CIOs;
- Functional heads from Risk Management;
- Business Continuity Managers;
- Risk Managers and Risk Analysts;
- Auditors, Security Managers and Quality Managers
- Internal Auditors;
- Information Security Managers;
- Network and System Analysts;
- Strategic Planning professionals.

LEARNING OUTCOMES AND BENEFITS

In just 3 days delegates will be able to learn the following:

- Make structured progress through all stages of the Business Continuity Management lifecycle with realistic scenario-based group exercises;
- Understand advanced methods to assess and reduce risk and impact on the business;
- Learn how to write, review and test a Business Continuity Plan; and
- Develop a hands-on approach to a more cost-effective protection and recovery of your IT organisation and its infrastructure.



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COURSE OUTLINE

Session 1 - Project Initiation and Management:

- The 6 key elements of Business Continuity;
- How to establish a BC policy, project scope & terms of reference;
- The project – understanding & implementing essential project stages;
- Link with other projects, contracts and service level agreements; and
- Project reporting – how to keep on track

Session 2 – Risk Evaluation and Control:

- Risk management: the key to security
- Risk management options: avoidance, reduction, containment or transfer?
- Risk analysis – methodologies for assessing risk
- Critical component failure analysis
- Supply chain risk
- Top tips to achieve an effective result

Practical exercise: Case Study on Risk Assessment

Session 3 - Business Impact Analysis:

- Business alignment
- Assessing the real costs of downtime
- Critical service catalogue
- Business impact analysis – the costs of disaster
- Recovery Time Objective (RTO) – the time window for recovery
- Maximum Tolerable Period of Disruption (MTPD)
- 6 Sigma and business impact
- Recovery Point Objective (RPO) – is any transaction loss acceptable?
- Appetite for Risk and Gap Analysis

Session 4 – Vital Material Protection:

- What are vital materials?
- Requirements analysis
- What is needed for recovery?

Practical exercise: Business Impact Analysis

Session 5 – Developing Business Continuity Strategies:

- Strategy options for business operations and support services
- Pros and cons

Session 6 - Public Relations and Crisis Communication – Key to Survival:

- Managing the media
- Internal and external communication
- What to say – and what not to say
- When to say it
- Recognising the crisis curve
- Using social media in a crisis

Session 7 – Why insurance won't save you?

- Insurance pitfalls
- What insurance can and cannot

Practical exercise: Business Continuity Strategy

Session 8 – Business Continuity Roles and Responsibilities

- The business continuity manager: role and tasks
- Departmental business continuity managers: role and tasks
- Support functions: new roles and tasks
- Writing a dynamic Business Continuity Plan
- Action Plans

Practical exercise: Writing the Business Continuity Plans

Session 9 - Auditing, Testing And Maintaining Business Continuity Plans:

- Planning the audit
- How to develop effective BCP exercises
- Maintaining the plan

Practical exercise: Planning a Business Continuity Plan

Session 10: IT Disaster Recovery Planning:

- Why plan for disaster?
- ISO 22301; ISO 27031-2011 BC Program Elements; IS/IEC 27001-2005 IT security techniques; ISO/IEC 2462:2008, information technology – security techniques – Guidelines for information and communications technology disaster recovery services
- DR requirements of ITIL and CobIT
- Key ICT Risks
- How IT DR fits into BC project and other plans (CM, Emergency Management, Incident Management)
- Cyber-attacks – Where security and DR meet
- Scoping the project – what is IT responsible for and what is critical?

Practical exercise: Assessing what matters

Session 11 – IT Resilience and Continuity Strategies:

- 'Traditional' DR options
- Virtualisation and IT DR – Virtualised everything
- Third party virtual recovery platforms
- How to achieve high availability
- Thin client
- Cloud computing – pros and cons
- Continuous availability – is it possible
- WAN optimisation



Themba Mazibuko is the President and CEO of Dupleix Institute and Dupleix Consulting. He is a highly sought-after BCP consultant, trainer and inspirational speaker with more than 23 years financial services experience gained in South Africa and at least 13 countries in Africa. He is a Chartered Accountant (South Africa), an FRM (Financial Risk Management) holder, MBA holder and a member of the CFA Institute based in America. He has also delivered over 600 talks and training workshops over 10 years to a number of financial institutions on risk management, financial management, balance sheet management, asset-liability management and compliance topics. Themba is an expert on financial risk management and capital management. He has consulted for a number of large financial institutions in at least 10 African countries assisting them to implement Basel II/Basel, IFRS 9 and BCP projects. He worked for 12 years for KPMG and 5 years for Barclays Africa where he was Treasurer for Barclays Africa Retail and Business Bank

Dupleix Institute can also organise customised, in-house training interventions in line with your organisation strategy & training plan. Contact Farisai on sheila@dupleixinstitute.com or +27 87 985 0446

UPCOMING TRAININGS

1. Excel for Financial Services professionals: Introduction to VBA - 8 – 9 March 2021
2. School of Bank Risk Management – 15 – 17 March 2021
3. Strategic Asset & Liability Management in Uncertain Times (ALM) Masterclass – 24 – 26 March 2021
4. Strategic Governance, Risk and Compliance (GRC) Masterclass – 19 – 21 April 2021
5. Credit Portfolio Management in a Downturn NPL Management Masterclass – 28 – 30 April 2021
6. Liquidity Risk Management & funds Transfer Management Masterclass – 17 – 19 May 2021
7. Financial Modelling & Valuation for Investment Banking & Corporate Finance Professionals- 24 – 26 May 2021
8. Risk-based AML & CTF Masterclass – 21 – 23 June 2021
9. Project Finance Masterclass – 28 – 30 June 2021
10. Advanced Stress Testing, Capital planning & ICAAP Masterclass – 19 – 21 July 2021
11. Basel III and IV Masterclass – 26 – 28 July 2021
12. Mastering Strategy Execution (Using Balance Scorecard) Masterclass – 16 – 18 August 2021
13. School of Bank Risk Management – 23 -25 August 2021
14. Excel for Financial Services professionals: Introduction to VBA – 13 – 15 September 2021
15. Effective Budgeting, Cost Control and Forecasting Masterclass – 20 – 22 September 2021
16. Strategic Asset & Liability Management in Uncertain Times (ALM) Masterclass – 27 – 29 September 2021
17. Credit Portfolio Management in a Downturn NPL Management Masterclass – 18 – 20 October 2021
18. Compliance Professionals Development Masterclass – 25 – 27 October 2021
19. Financial Modelling & Valuation for Investment Banking & Corporate Finance Professionals- 15 – 17 Nov 2021
20. IFRS standards update for 2021/2022 – 22 – 24 November 2021
21. Bank Directors Development Masterclass – 1 – 3 December 2021

REGISTRATION FORM – BCP & IT Disaster Recovery Masterclass

Investment: R13 999 Excl VAT (Online course fees)

R16 999 Excl VAT (Course fees with no accommodation)

R24 999 Excl VAT (All inclusive fees including accommodation, food, airport-transfers and costs of the Johannesburg/ Soweto Trip)

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AUTHORISING PERSON:

First name:		Surname:	
Company:		Designation:	
Postal Address		Phone:	
Country:		Fax:	
Postal Code:		VAT No:	
E-mail Address:			
Signature:		Date:	

By completing and signing this form, the authorising signatory accepts the terms and conditions stated on this form

DELEGATE INFORMATION

Please provide information as you wish it to appear on your name badge (s) and your certificate of attendance.

Title	Delegate name and surname	Designation	E-mail

TERMS AND CONDITIONS

Delegate substitution

Delegates can be substituted at any time at no extra cost. Please inform us of the new name(s) for registration. You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 10%.

Cancellations

14 days prior to the course, 75% of the registration fee is refundable, 13 to 6 days prior to the course, 50% is refundable. Within 5 days of the course, 25% is refundable. NO REFUNDS FOR NO SHOWS.

In the event of unforeseen circumstances, Dupleix Institute reserves the right to change the workshop content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to any event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on the delegate accounts should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT DETAILS

Make payment to:

Dupleix Institute (Pty) Ltd
First National Bank
Account number 62410185880
Sandton City Branch code,
Branch number/Sort Code 250655
Swift code FIRNZAJJXXX

Please note that payment is required in full before the workshop date.