



MINISTRY OF COMMUNICATIONS  
AND MULTIMEDIA MALAYSIA

# BUSINESS CONTINUITY MANAGEMENT PROFESSIONAL CERTIFICATION (BCLE2000)

**Level: Professional | Duration: 5 days**

The BCLE 2000 course is designed for professionals experienced in the business continuity profession. Experience in business environment and BCM & ERM is a key criterion in selecting this course because of the rapid pace and extensive materials covered during the class. The curriculum is designed in compliance with the Professional Practices for Business Continuity Planners. The course does vary from the ordering of these practices with the objective of serving the BCM planner to understand the applicability of these practices within their job responsibilities.

The course is designed to expose the participants to all aspects of a holistic BCM program and to determine the most appropriate requirements for their organization. This is a fast paced interactive course offering that has ten lessons and is completed in four days. In each lesson, the planner's role, tasks and objectives, planning requirements, tools, techniques, and validation are designed to assist the planner to move through this course and to directly apply these materials to their working environment. The DRI International BCM Qualifying Examination is held at the completion of the course on day 5.

## Objectives

At the end of this course, you will be able to:

1. Define the acronyms and terminology utilized in the business continuity industry;
2. Recall the roles of the business continuity planner and the executive management team in the development, testing, and maintenance of business continuity plans;
3. Recognize the business continuity planning stages and their individual requirements;
4. Identify and explain certain trends in the business continuity field;
5. Design effective business continuity/disaster recovery efforts for case studies through the application of the knowledge gained in this class;
6. Complete the DRI Certification Examination.

## Target Participants

This course is designed for individuals who are responsible for their organizations' BCM program. This course provides a good platform for participants to share and exchange knowledge with the instructors and other participants across industries in the region.

1. BC Coordinators
2. DR Planners
3. Risk Management Officers
4. Business Unit Heads
5. Strategist and Corporate Planners.

For additional information, please visit [www.cyberguru.my](http://www.cyberguru.my). You can also contact us at [training@cybersecurity.my](mailto:training@cybersecurity.my) or call at 03 8800 7999



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## Modules

The course will review each of the ten Professional Practices. This will include:

- Reviewing the actual Professional Practice
- The practical application of the practice
- Classroom exercise for the Professional Practice
- A review of the key topics from the Professional Practice
- A knowledge check using questions based on the material from the Professional Practice

### The Professional Practices for Business Continuity Management Objectives

#### 1. Program Initiation and Management

- Establish the need for a business continuity program.
- Obtain support and funding for the business continuity program.
- Build the organizational framework to support the business continuity program.
- Introduce key concepts, such as program management, risk awareness, identification of critical functions/processes, recovery strategies, training and awareness, and exercising/testing.

#### 2. Risk Evaluation and Control

- Identify risks that can adversely affect an entity's resources or image.
- Assess risks to determine the potential impacts to the entity, enabling the entity to determine the most effective use of resources to reduce these potential impacts.

#### 3. Business Impact Analysis

- Identify and prioritize the entity's functions and processes in order to ascertain which ones will have the greatest impact should they not be available.
- Assess the resources required to support the business impact analysis process.
- Analyze the findings to ascertain any gaps between the entity's requirements and its ability to deliver those requirements.

#### 4. Developing Business Continuity Strategies

- Select cost-effective strategies to reduce deficiencies as identified during the risk assessment and business impact analysis processes.

#### 5. Emergency Preparedness and Response

- Develop and assist with the implementation of an incident management system that defines organizational roles, lines of authority and succession of authority.
- Define requirements to develop and implement the entity's incident response plan.
- Ensure that incident response is coordinated with outside organizations in a timely and effective manner when appropriate.

#### 6. Developing and Implementing Business Continuity Plans

- Document plans to be used during an incident that will enable the entity to continue to function.

#### 7. Awareness and Training Programs

- Establish and maintain training and awareness programs that result in personnel being able to respond to incidents in a calm and efficient manner.

#### 8. Testing, Auditing and Maintaining the Business Continuity Plan

- Establish an exercise, assessment and maintenance program to maintain a state of readiness.

#### 9. Crisis Communications

- Provide a framework for developing a crisis communications plan.
- Ensure that the crisis communications plan will provide for timely, effective communication with internal and external parties.

#### 10. Coordination with External Agencies

- Establish policies and procedures to coordinate incident response activities with public entities

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