

**Post-conferences courses provide an extended chance to explore BC subjects.  
Separate registration and fees apply.**

**POC-1: BC Implementation**

Wed., Sept. 22, 1:30 p.m. - 5:00 p.m.  
Thurs., Sept. 23, 8:00 a.m. - 5:00 p.m.  
\$495 per person  
Presenters: Randy Till, CBCP  
Cathy Kimball

Numerous examples, practical experiences and real-life solutions required to implement various components of a business continuity program are outlined in this course. Students will be provided with concepts and techniques associated with assessing risks and how to determine impacts associated with business disruptions. Time will be spent discussing the approach and best practices for emergency response and crisis management plans required to initiate and manage the recovery process. The class will review the planning steps and processes associated with business and system recovery planning. Special emphasis will be placed on the exercising of recovery plans and the need to evaluate recovery readiness results, then reporting findings to management. Management commitment and participation is a key factor in the success of your program. Till will share techniques on how to engage the management and staff within your organization. Experienced or new business continuity planners will be sure to walk away from this class with techniques and concepts that will help their organizations.

In addition, each student will receive a free copy of the educational film "Best Practices in BCP" and will be provided with practical and valuable strategies, concepts and methods to support business continuity planning efforts within your organization.

Randy Till, CBCP, is vice president, global business continuity management for MasterCard International. He has been implementing BC programs within several organizations during his 18-year career.



Catherine Kimball is the director of business continuity planning for MasterCard International.



**POC-2: Best Practices and the BIA**

Wed., Sept. 22, 1:30 p.m. - 5:00 p.m.  
Thurs., Sept. 23, 8:00 a.m. - 5:00 p.m.  
Friday, Sept. 24, 8:00 a.m. - 12:00 p.m.  
\$695 per person  
Presenters: Barry Pruitt  
Michael Herrera, CBCP

This technical workshop is a hands-on consultative approach of leading participants through the BIA process. You'll gain cutting edge material including best practices from around the world. Learn:

- How to complete a BIA
- Tips, Traps, and Pitfalls in a BIA
- Suggested BIA tools
- How to identify risks & leverage results
- Advice on how to best "sell" the BIA
- Identify your audience

Take home a participant workbook and BIA questionnaire sample on disk. Participants receive an audio of "Negotiate for All Your Worth" and "An Overview of Project Management," featuring Michael Herrera and Barry Pruitt.

The workshop concludes Thursday at 5:00 p.m. Bring your BIA (or personal questions) and schedule a FREE consultation on Friday morning. You'll receive personal and specific feedback and advice.

Barry Pruitt has 21 years experience managing projects, teaches 'train the trainer' for project managers and has 12 years of project consulting and teaching experience.



Michael Herrera, CBCP, is the managing principal of MH & Associates Consulting. He has more than 15 years technology and business experience and recovery experience.



**POC-3: From A to Z: Designing the Successful Exercise**

Wed., Sept. 22, 1:30 p.m. - 5:00 p.m.  
Thursday, Sept. 23, 8:00 a.m. - 5:00 p.m.  
\$650 per person  
Presenter: Regina Phelps

Do you have a plan but have not yet tested it? You might discover that your document is less than sufficient. There are really only two ways to find that out. One is to have an actual disaster;

the other is to do an exercise. The workshop details everything you need to do to design a successful exercise from the ground up!

- Five types of exercises
- Exercise Design Team
- Development of Exercise Plan
- Selecting & Training a Sim Team
- Rules of exercise facilitation
- Participate in two advanced table top exercises
- Develop the outline for your own tabletop exercise

Regina Phelps is an internationally recognized expert in the field of emergency management and continuity planning. She is founder of Emergency Management & Safety Solutions, a training and consulting company specializing in emergency management, continuity planning and safety.



**POC-4: Emergency Command Basics**

Wed., Sept. 22, 1:30 p.m. - 5:00 p.m.  
Thurs., Sept. 23, 8:00 a.m. - 4:30 p.m.  
\$495 per person  
Presenters: Lee Goldstein, CBCP  
Peter Laz, CBCP

PPBI is combining three critical topics into one action-packed, interactive course at the request of our members.

The course will be divided into three topics:

- \* Command Post Operations
- \* Introduction to Incident Command System
- \* Responding to the Media

These three areas are so closely tied during an emergency that PPBI felt compelled to address them in one course offering.

The course is for both private and public command posts or emergency operations centers.

Lee Goldstein, CBCP, MBCI is the principal consultant for the Business Contingency Group, a firm providing comprehensive disaster/business recovery and emergency management planning and solutions.



Peter Laz, CBCP, is a board member of PPBI and a founding board member of Business Network of Emergency Resources, Inc.. He is responsible for the BC and incident management programs at Capital District Physicians' Health Plan.



**POC-5: Reasonable Precautions: Continuity Planning for Terrorism, Violent Crime, and Assault/ Threats**

Wed., Sept. 22, 1:30 p.m. - 5:00 p.m.  
Thurs., Sept. 23, 8:00 a.m. - 5:00 p.m.  
Fri., Sept. 24, 8:00 a.m. - 11:30 a.m.  
\$595 per person  
Presenter: Robert C. Chandler, Ph.D.

In the aftermath of 9-11; awareness of the risks of terrorism against corporate and public targets in North America has grown exponentially. Furthermore, the incidents of workplace violence and occupational homicide are on the rise even without deliberate "terrorist attacks." This course is designed for managers, employees, and executives of all levels who are interested in preparing for these threats. This course was not designed for seasoned security professions, but rather it is a generous introduction to the issues, decisions, processes, structures, and topics that are involved with this type of disaster planning. The main goal of the class is to assist your company in moving toward the reasonable precautions necessitated by the current threats of terrorism and violent acts.

The "reasonable precautions" class seeks to offer a summary of approaches and representative models of contemporary best practices to vividly illustrate and document the lessons learned in previous criminal and terrorist attacks. This interactive participative workshop is designed to provide cutting edge information, numerous practical examples, engaging sessions to stimulate creative thinking, focus on applications to the unique environment of your own company, and allow time to develop and critique individualized action plans.

Robert Chandler, Ph.D. is a professor of communication at Pepperdine University specializing in communication, crisis management training and assessment.



**POC-6: Outrageously Easy Recovery Planning**

Wed., Sept. 22, 1:30 - 5:00 p.m.  
Thurs., Sept. 23, 8:00 a.m. - 5:00 p.m.  
Friday, Sept. 24, 8:00 a.m. - 11:30 a.m.  
\$795 per person  
Presenter: Jeffrey Williams

This workshop is a special presentation of the very popular seminar that normally costs \$2,091 and has been given around the world. Topics include the reasons for planning; the parameters of recovery planning; security; how to do a TRA, a BIA and a Risk Analysis; how to determine critical processes; what alternate methods are available; how to select recovery strategies; the importance of records management; offsite storage; and much more.

Included is a fully-registered copy of the Phoenix Disaster Recovery Planning System. At this workshop, you will develop the first draft of a recovery plan for your own company. This is a seminar for those who must develop the skills to manage their Disaster Recovery Plan.

You will learn how to prepare an in-depth emergency response plan and by the end of the seminar, you will have a draft of your first plan to take back to your office.

Jeffrey Williams is president and chief strategist for Binomial International Inc. and DisasterRecovery.com Inc.



**Post-Conference Course Registration Form**

Complete this form and mail to: Systems Support Inc., PO Box 510110, St. Louis, MO 63151 or fax to (314) 894-7474. Make check payable to Systems Support Inc. or provide credit card information.

- \_\_\_ POC-1: BCP Implementation (\$495)
- \_\_\_ POC-2: Best Practices and the BIA (\$695)
- \_\_\_ POC-3: From A to Z: Designing/Exercise (\$650)
- \_\_\_ POC-4: Emergency Command Basics (\$495)
- \_\_\_ POC-5: Reasonable Precautions (\$595)
- \_\_\_ POC-6: Outrageously Easy Recovery Planning (\$795)

Check enclosed for \$ \_\_\_\_\_ Check # \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Cancellation Policy (Must be in writing): Course enrollment may be cancelled through Aug. 19, 2004 without penalty. No refunds or credits will be given for cancellations received after Aug. 19, 2004. All no shows will be charged the full amount. All cancellations must be received in writing.