



SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

BCM-470: DEVELOPING A BCM TRAINING AND LEARNING ROADMAP

COURSE DESCRIPTION

SKILLSfuture SG

An initiative by BCM Institute and accredited as a competency-based training course by the SkillsFuture Singapore (SSG), the “BCM-470 Developing a BCM Training and Learning Roadmap” course is a 1-day course aimed at equipping designated Business Continuity

Management (BCM) managers together with their human resource counterparts to develop and implement a training roadmap for disaster and crisis management personnel.

The course is targeted specifically at management with BCM responsibilities, designated organisational BCM managers, business unit BCM coordinators and managers, human resource managers, learning and development managers and anyone responsible for the career development and BCM competency building for their organisation’s BCM, disaster and crisis management colleagues.

The course will introduce the essential steps of developing a training roadmap in the event of a crisis, including the types of training awareness programmes and training delivery methods for a crisis, the types of disruptions caused by a crisis, and how to evaluate the effectiveness of a training programme.



COURSE OBJECTIVE

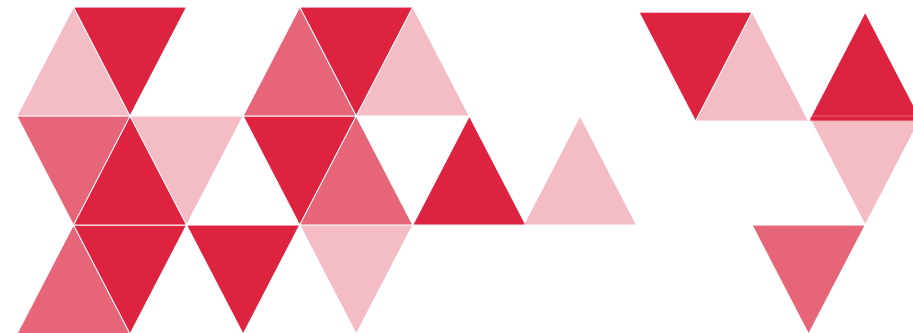
At the end of the course, participants will possess the knowledge and expertise to develop and implement a training roadmap for crisis situations, which include being able to do the following:

- Determine the necessary crisis response and recovery activities to be executed by the respectively designated personnel within the organisation.
- Identify types of disruptive activities affecting the organisation and the skill set needed to address the events.
- Identify the competency gaps of key employees to prepare the training roadmap.
- Develop training roadmap for employees by the organisation's business continuity and crisis management plan
- Identify types of training delivery methods suitable for the various level of employees.
- Identify types of training and awareness programmes.
- Design and deliver training programmes to key employees by training and awareness policy.
- Evaluate the effectiveness of training programmes by performance criteria and refine the programme accordingly.

The course is structured according to the Singapore Workforce Skills Qualifications (WSQ) competency requirements.

WHO SHOULD ATTEND ?

- Senior management with BCM responsibilities
- Learning and Development/ Human Resource professionals
- Organisation BCM Coordinator (BCM Manager)
- Business unit BCM Coordinator
- Business Unit Heads
- Business Continuity Managers
- Crisis Management and IT Disaster Recovery Managers from all industries.



PRE-REQUISITE

- No pre-requisites are needed for the course

COURSE DURATION

1-Day coursework and 2-Hour of assessment to be taken on a scheduled assessment day. Do check with sales.ap@bcm-institute.org for the schedule.

The 2 Hours assessment is only applicable to Singaporean and Singapore PR who would like to attain the Singapore Workforce Skills Qualifications (WSQ) Statement of Attainment certificate awarded by Skillsfuture SG (SSG)

COURSE CONTENT

DAY 1 BCM-470

Determining Crisis Response and Recovery Activities

- Identify disruptive events resulting in crisis or business continuity plan activation
- Determine necessary crisis response and recovery activities

Identifying Competency Gap

- Determine the respective professionals and teams designated with BCM responsibilities
- Identify the competency gaps for each of the BCM grouping

Developing Training Roadmap

- Learn the process of implementing a training roadmap
- Develop training roadmap in accordance to an organisation

Designing and Delivering Training Programmes

- Identify benefits of BCM training and awareness programme
- Design the training delivery methods
- Develop the types of training and awareness programmes
- Develop awareness programme delivery strategies
- Design and deliver training programmes

COURSEWARE AND DESCRIPTION

Day	1	2
Handbook		 <p>SINGAPORE WORKFORCE SKILLS QUALIFICATIONS</p> <p>WSQ Assessment</p>
Competency Level	MANAGE	

The first **10 confirmed** and **registered participants** will receive a copy of the



A Manager's
Guide to Implement
Your BCM Training
and Learning Roadmap



Dictionary of Business
Continuity Management
5th Series

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Course Details



YOUR INVESTMENT

Course Code	BCM-470
Duration	1-Day (inclusive of 2 hours assessment)
	Course Duration: 1 Day
	Assessment Duration : 2 hour ¹
Course Fee	SGD800 SGD650 (for Singaporean and Singapore PR below 39 years old) ² SGD300 (for Singaporean and Singapore PR above 40 years old) ²

¹ The assessment is applicable for Singaporean and Singapore PR who would like to attain the Singapore Workforce Skills Qualifications (WSQ) Statement of Attainment certificate awarded by Skillsfuture SG (SSG).

² The course price is subjected to Skillsfuture SG (SSG)'s eligibility criteria. To know more about your eligibility do search for the course via this link <https://www.skillsconnect.gov.sg/> Your SkillsFuture Credit can also be used for this course, search for the course via this link <http://www.skillsfuture.sg/credit>

CONTACT US

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