

Instructor Profile

Wayne Penny, CISSP, GSEC, GAW



Wayne is a senior IT Security professional with over twenty-five years private and public sector experience in Infrastructure Technology. He is a certified CISSP (#79805), GSEC-Gold (Security Essentials - SANS Institute/GIAC #1724), GAWN (Assessing and Securing Wireless Networks - SANS Institute/GIAC #747), and is also a certified Information Security Management System (ISMS-ISO27001) Provisional Auditor (#110902) from RABQSA.

Wayne is a Senior Associate Instructor and courseware developer for Building Blocks Technologies, Inc. in Ottawa, Canada and instructs CISSP Exam Prep classes; ISSO (Information Systems Security Officer) Orientation; and BCP Essentials for Managers. He also maintains a working relationship with the SANS Institute as a Local SANS Mentor and SANS Institute Community Instructor.

For over twelve years Wayne has focused on IT Security providing IT risk management and operational security skills for a variety of infrastructure and client initiated project work. Wayne primarily focuses on risk management practices including IT security policy and standards development, threat & risk assessments, and certification assessment readiness activities assessed against standard criteria at the Federal level as well as international standards and accepted best practices.

Business Continuity Planning For Managers

Step Up or Fall Down? How do you, as a functional mid-level manager or below, regard the risk of capably surviving a catastrophic event in your organization based on knowledge of what you need to do? Is it enough to know that a BCP program exists? Or, is more pro-active participation required that demonstrates knowledge of the Business Continuity Plan regarding relevant, appropriate and timely actions in an emergency situation?

Program Design

This course is designed for functional and operational managers up to, and including middle-tier and provides an understanding of BCP and its relationship to continuous risk management services.

Standards-Compliant

Theory is reinforced with hands-on practical exercises and case study analysis. Internationally adopted BCP templates, checklists and other information and resources are supplied.

Audience

Functional mid-level managers.

Course Objectives

- Understand the importance of Senior Management commitment and support to the BCP Program and understand the challenges, and what to do about them.
- As a manager overseeing staff and services at the functional and operational levels, understand your areas of exposure and your dependencies on other areas of the organization, and those external to it, whose failures can impact your business line.
- Understand the relationship of Business Continuity and Disaster Planning.
- Understand the development phases of a Business Continuity Plan.
- Understand the different threats that can impact an organization when risk mitigation may not be enough.
- Learn by example through the use of exercises and analysis of successful and not so successful case studies.

Day 1
Day 2
Morning Session
Morning Session
Business Continuity Introduction

1. Course Introduction
2. BCP Purpose (Crisis? What Crisis?)
3. Critical Success Factors of BCP
4. Information Security and BCP/DR
5. Exercise – Group exercise
6. Case Study – Presentation of a case study for discussion

Recognizing The Signs

1. Workplace Violence, Industrial and Environmental Threats, Terrorism, Sabotage and Political Events, Health Crises, Natural Threats, Supply Chain
2. Understanding, Assessing, and Mitigating threatening situations
3. Emergency Preparedness and Response
4. First Responders
5. Crisis Communications
6. Exercise – Group exercise
7. Case Study - Presentation of a case study for discussion

Afternoon Session
Afternoon Session
Business Continuity Management

1. Crisis Leadership and Management
2. BCP Preparation
3. BCP Planning Steps
4. BCP Business Impact Analysis (BIA)
5. Business Continuity and Risk Assessment
6. The Strategies of Successful Business Continuity Plans
7. Communicating the Plan (Security Awareness)
8. Exercise – Group exercise
9. Case Study - Presentation of a case study for discussion

Mitigating Threatening Situations

1. Crisis Communications
2. Testing and maintaining Business Continuity Plans
3. A Primer on Scenario Building
4. Re-assessing Business Continuity Plans
5. Activating the Plan
6. Exercise – Group Exercise: Role Play Scenario
7. Case Study - Presentation of a case study for discussion