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Business Continuity Plans Training Workshops

Presented by

Andrew Michaelson,
Managing Director, Sphere Health Limited

Simon Barnett,
Technical Director, Sphere Health Limited

Tuesday 25 November 2008 Park Inn, York

Tuesday 2 December 2008 Premier Inn, Daventry

Tuesday 27 January 2009 Holiday Inn, Bolton

Tuesday 3 February 2009 Imperial Hotel, London

Can you survive a catastrophic loss of data, systems and facilities?

How would your organisation handle any one of the many threats to your networked IT systems and the critical operations they support? Without an effective, proven recovery plan, any significant loss would shut down delivery of service to your customers.

The National Performance Advisory Group has joined with Sphere Health Limited to deliver these **Business Continuity Plans** workshops. The interactive training sessions have been designed to engage delegates in the process that will keep services running in an emergency, or at worst, expedite service recovery.

In an increasingly hazardous, technology driven world where services are delivered from multiple, dependent sites, can **you** afford not to be prepared?

'Business Continuity Plans' On Site Training Workshops

The workshops will provide delegates with the opportunity to think about how their services are delivered and what critical processes and systems delivery depends upon. Delegates will be shown how to approach a continuity plan and response structure that will keep services running in an emergency or, at worst, expedite service recovery.

The afternoon session will cover testing scenarios. Delegates will split into groups to develop a simple plan to recover a critical service of their choosing from an emergency condition assigned to them. All delegates will participate in plenary session to receive the key elements of each group's planes and discuss the results with their peers and the trainers.

Your Trainers are Directors of Sphere Health Limited

<p>Andrew Michaelson</p>	<p>Biography for Andrew Michaelson</p> <p>Mr. Michaelson is Managing Director of Sphere Health Limited, a specialist healthcare information management and technology consulting practice. In 1997, Mr. Michaelson co-founded Metafuse, Inc, an Irvine, California-based software development firm specializing in medical records systems for community and long-term care providers. In 2001, Mr. Michaelson acquired Sphere Health Systems, Inc, a Hospital Information Systems development firm based in Laguna Hills, California, before founding Sphere Health Limited in 2003 with Mr. Simon Barnett.</p>
<p>Simon Barnett</p>	<p>Biography for Simon Barnett</p> <p>Mr. Barnett is Technical Director and co-founder of Sphere Health Limited, a specialist healthcare information management and technology consulting practice. Mr. Barnett has fifteen years' experience developing applications, networking and IT infrastructure for healthcare providers and commercial clients. In 2003, he co-founded Sphere Health Limited with Mr. Andrew Michaelson. Mr. Barnett's particular areas of expertise within Sphere Health include the design of advanced health informatics solutions, IM&T infrastructure and the NHS National Programme for IT (NPFIT).</p>

Delegate Fee: **£250 per delegate (Excluding VAT)**

- Dress Code is casual
- Please note that spaces are strictly limited to ensure that each delegate achieves the maximum learning experience from the day.
- An early booking is encouraged your guarantee your invitation.
- Delegate fees include full event materials, buffet lunch and refreshments
- Joining instructions will be sent to delegates approximately two weeks prior to the event.

'Business Continuity Plans' Training Workshops
Training Workshop Programme

- 9.15 am **Registration & Coffee/Biscuits**
- 10.00 am **Part 1 – Understand Your Business**
- **Introduction**
 1. Why develop a Business Continuity Plan
 2. A service based approach to BCP
 3. Some basic truths about BCP
 - **Identify Threats to your Business**
Exercise: Identify Threats
 - **Critical Services & Business Processes**
 - **Business Impact Analysis**
Exercise: Identify Services
- 11.30 am **Refreshments**
- **Key Resources & Dependencies**
Exercise: Identify Resources
 - **Key Suppliers**
- 1.00 pm **Lunch & Networking Opportunity**
- 2.00 pm **Part 2 – Protect Your Business**
- **Preventative Measures**
 - **Command and Control**
Exercise: Preventative Measures
 - **Continuity**
Exercise: Plan Continuity Measures
 - **Alternative Site Selection**
 - **Recovery**
 - **Insurance Coverage**
 - **Maintaining Your Business Plan**
 - **Testing**
Exercise: Testing the Plan
- 4.00 pm **Close**

NPAG and Sphere Health reserve the right to alter the programme

In an increasingly hazardous, technology driven world where services are delivered from multiple, dependent site, can you afford not to be prepared?

Registration Form Overleaf

REGISTRATION FORM

'Business Continuity Plans' Training Workshops

ORGANISATION		
ADDRESS		
PHONE NO.		FAX NO.

	1 ST DELEGATE	2 ND DELEGATE
NAME		
POSITION		
EMAIL		
SPECIAL REQUIREMENTS (Dietary/Access)		

Reservations

Please send completed booking form
(Photocopies acceptable)
National Performance Advisory Group
87 Coval Lane
Chelmsford
Essex, CM1 1TQ
Tel: 01245 544600
Fax: 01245 544610
Email: gemma@npag.org.uk

Invoicing

If the invoice address is different from that above
please enter address below

Delegate fees are: £250 per delegate

I would like to register as a delegate for the following Business Continuity Plans Training Workshop. Please invoice me for payment.

	Tuesday 25 November 2008 @ Park Inn, York
	Tuesday 2 December 2008 @ Premier Inn, Daventry
	Tuesday 27 January 2009 @ Holiday Inn, Bolton
	Tuesday 3 February 2009 @ Imperial Hotel, London

BOOKING CONDITIONS:

A VAT invoice will be issued. VAT Registration No. 654 9195 01. VAT applies to any NHS organisation outside England and to any non-NHS organisation.

Payment is due on receipt of invoice. Do not send payment in advance of receipt of invoice. When invoice is received, payment should be made to East of England Ambulance Service NHS Trust.

ALL cancellations must be in writing. Cancellations received up to 2 weeks before the event will receive a full refund less an administration charge of £100. After this date refunds cannot be made. A substitute is acceptable.



Authorisation Signature Order Number

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