

Ready for Anything

A Workshop on Business Continuity Planning

Thursday, Sept 18, 2008
8:15 a.m. – 4:30 p.m.
Temple College – Downtown

\$165
(includes all materials and
lunch)

Call 298-8616 or 298-8625 for
more information and to
register

Registration Deadline:
Friday, Sept 12

About the Workshop Leader:

Joan Light spent 12 years as the Business Continuity Program Coordinator for the Texas State Comptroller of Public Accounts in Austin. During this time she also worked with numerous other state agencies and local government entities to test and improve their disaster recovery plans. Joan is designated by the Disaster Recovery Institute International as a Certified Business Continuity Planner. She has served on the Board of the Central Texas Chapter of the Association of Contingency Planners International as well as on their International Board.

Temple College Business & Community Education is pleased to offer Central Texas leaders the opportunity to learn from Joan's expertise.

Disasters – whether they be natural or man-made – are unpredictable. They can disrupt or even completely destroy a business. Yet you, as a business owner or other organizational leader, can anticipate and plan strategies to minimize the impact, keeping your operations functioning in such situations.

You can be ready for anything. This one day workshop will show you how.

Join **Certified Business Continuity Planner Joan Light** for an engaging, eye-opening day at Temple College's Downtown Business Training Center. You'll learn how to:

- Create an on-going business continuity process that becomes a valued part of your organization's culture with all business associates knowing the "game plan."
- Assess and manage risks – data, physical and financial.
- Perform a Business Impact Analysis, determining priority functions and the support needed for each of these should a disaster occur.
- Build a road map of all the actions to take should a disaster occur, including communication strategies with staff, vendors, media, and customers.

Applying these concepts/skills will enable you to:

- Think and act quickly even under the most difficult circumstances.
- Move into financial recovery and emergency operations, continuing to provide products and services, with relative ease.



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