

DISASTER MANAGEMENT AND RECOVERY

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ COURSE OVERVIEW

Preparing for the unthinkable is what Disaster Management & Recovery is all about.

Being prepared for a Disaster is something that we all hope to never need, however, just as we all diligently take out insurance, so too should we be prepared for the unexpected.

Through adequate planning, both the likelihood of disaster and the subsequent impact can be substantially reduced while for the unprepared, disaster can be catastrophic.

In order to assist organisations to be prepared for the worst, AstroTech offers a training programme on Disaster Management and Recovery.

The course covers the following topics:

- What is disaster management?
- Analysing risks.
- Disaster recovery planning and policy.
- Vulnerability assessment and general definition of requirements.
- Business impact assessment.
- Business continuity planning.
- Risk management.
- Facility protection.
- Emergency management.
- Suppliers and contracts.
- Emergency budgets.
- Testing your DRP.
- Backups and backup procedures.
- Backup restoration.
- Pilot sites and testing.
- Disaster management hardware and software technologies.

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Continuity planners or managers
- Project managers
- IT managers
- System administrators
- Consultants
- N/W administrators
- IT engineers, IT technicians
- Engineers, management
- Anyone with an interest in disaster management and business continuity

★ OUTCOMES

After attending this course attendees should:

- Have gained an understanding of the key issues of disaster management
- Understand disaster management technologies
- Understand the requirements of a responsible disaster management policy
- Understand supplier management

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.