



*If your workplace is hit hard with H1N1 Swine Flu, yet you still need to maintain services, productivity and standards...*

*How will you do this?*

## **Business Continuity Planning**

Advance planning is critical. *Right NOW* **leaders** must take the time to develop the team spirit and strategic plans that will avoid chaos in the face of skeleton staffing levels.

No one knows the severity of the second wave of H1N1, or who will be hardest hit. Leaders, especially those who feel they are indispensable, need to make a significant shift very quickly. They need to train others to lead the team in the event of their illness. Thinking YOU are immune is ill-advised!



Now is the time for **team members** to step up to take on more responsibility. All members must work together and cross-train on essential services.

*This workshop is designed* to help team leaders and team members together to begin to think about the steps that need to be taken to address possible high absenteeism when H1N1 hits again.

The facilitator will provide a process that will lead a team through an analysis of your work situation, your points of vulnerability, options for dealing with skeleton staff, and the beginning stages of a plan for avoiding confusion and loss of productivity. *The goal* is to have a preparedness plan in place that will minimize the risk and focus resources on areas that are considered top priority to the overall operation.

This workshop is a custom-designed process for each team. Cost will vary.

*We respectfully suggest you consider the cost of **NOT** planning.*

**Please contact:**  
**Susan Holmes, Professor**  
**Leadership Development**  
**Dalhousie University College of**  
**Continuing Education**  
**(formerly Henson College)**  
**susan.holmes@dal.ca**  
**902-494-6430**