

## ISO 22301 Lead Implementer (4 days)

### *Course Description*

ISO 22301 is an International Standard that specifies the requirements for a BCMS, providing a framework for maintaining and improving compliance with business continuity requirements and good practice. The purpose of the Standard is to help organizations ensure that operation's products and services continue at predefined levels whenever disruptive incidents occur. The latest edition of ISO 22301 brings a less prescriptive and more pragmatic approach to a number of the requirements.

### *Course objectives*

This four-day intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing a Business Continuity Management System (BCMS) based on ISO 22301. This training is fully compatible with ISO 22031 (Guidelines for information and communication technology readiness for business continuity).

#### **The course includes:**

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Course Certificate

### *Audience*

The course is designed for managers or consultants involved in Business Continuity Management, Expert advisors seeking to master the implementation of a Business Continuity Management System, Individuals responsible for maintaining conformance with BCMS requirements and BCMS team members

### *Prerequisite*

There are no formal prerequisites.

### *Duration*

This is a **four-day ISO 22301 Lead Implementer course**. The course starts at **09:30** and runs until **16:30**.

**Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

### *Location*

Our **ISO 22301 Lead Implementer course** will be **delivered Online Remotely using online training platforms**. It can also be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

## **ISO 22301 Lead Implementer Course Outline**

### **Introduction to ISO 22301 and initiation of a BCMS**

Business Continuity Management System (BCMS)

Fundamental concepts and principles of Business Continuity Management Systems

Initiating the implementation of a BCMS

Understanding the organization

Analysis of the existing management system

BCMS scope

### **Plan the implementation of a BCMS**

Leadership and commitment

BCMS policies

Organizational structure

Documentation management

Competence and awareness

Business Impact Analysis (BIA)

Risk assessment

### **Implementing a BCMS based on ISO 22301**

Business Continuity strategy

Protection and mitigation measures

Business Continuity plans and procedures

Incident response plan

Emergency response plan

Crisis management plan

IT Recovery plan

Restoration plan

Communication plan

### **BCMS improvement and preparation for a certification audit**

Test and exercises

Measurement and monitoring of the BCMS

Internal audit

Management review

Treatment of non-conformities

Continual improvement

Preparing for the certification audit

Competence and evaluation of implementers