

## ISO 22301:2019 Business Continuity Management System Lead Implementer (BCMS) Training

Course Duration: 5 Days

### Course Overview

ISO 22301:2019 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 2019 edition of ISO 22301 brings a less prescriptive and more pragmatic approach to a number of the requirements. This training combines our ISO 22301 implementation course, with an additional 2 days of content with examination. This will provide you with the best practice methods to implement the standard within your organization; and ensure its effectiveness by teaching you management skills such as leadership, effective delegation, problem solving and motivation. On completion of this training you'll understand how to implement a BCMS based on ISO 22301:2019. Using a step-by-step approach with the aid of a toolkit, you'll learn how to develop an implementation plan and develop the required processes and associated documentation. This course also covers key leadership skills such as leading the implementation project, support and planning tools, leading organizational change, effective delegation, and motivation.

### How the Student will Benefit

- Gain an in-depth knowledge of the implementation of 22301.
- Develop the confidence to apply this knowledge within your organization.
- Be able to perform a detailed gap analysis and project plan.
- Know what each clause requires for effective implementation.
- Develop the soft and management skills to be able to effectively lead the implementation of an effective 22301 management system within your organization.
- Be able to prove your knowledge via completion of the course exam Be able to prove your knowledge via completion of the course's exam.

## What will Students Learn?

- Define a business continuity management system (BCMS).
- Explain why a BCMS is important and how it can benefit your organization.
- Recall the terms and definitions used.
- Recognize the key concepts and structure of ISO 22301:2019.
- Identify the main requirements of ISO 22301:2019.
- Recognize a continual improvement framework for implementing a BCMS based upon ISO 22301:2019.
- Interpret the key concepts and requirements of ISO 22301:2019 from an implementation perspective.
- Identify the benefits specific to your organization by implementing an effective BCMS or enhancing your current BCMS.
- Prepare for third-party certification.

Have the skills to:

- Conduct a review of an organization's current position against the requirements of ISO 22301:2019.
- Create and support an implementation plan.
- Implement key ISO 22301:2019 processes.
- Implement key requirements of ISO 22301:2019.
- Identify the leadership skills, based on best practice, to lead the implementation of a management system, including:
  1. Leading the implementation project
  2. Support and planning tools
  3. Leading organizational change
  4. Effective delegation
  5. Motivation

## Course Agenda

Day #	Description
Day 01	Benefits to you, welcome and introductions
	Course aim, learning objectives and structure
	Business continuity management system (BCMS) - A refresh
	Planning the implementation of a BCMS that conforms to ISO

	22301:2019
	Gap analysis
	Project plan
	Gantt Chart
Day 02	Context of the organization (Clause 4)
	Leadership (Clause 5): <ul style="list-style-type: none"> <li>• Leadership and commitment</li> <li>• Roles, responsibilities and authorities</li> </ul>
	Planning (Clause 6): <ul style="list-style-type: none"> <li>• Developing BCMS objectives</li> <li>• Critical success factors</li> </ul>
	Support (Clause 7): <ul style="list-style-type: none"> <li>• Communication</li> <li>• Documented info</li> </ul>
Day 03	Quiz
	Operation (Clause 8): <ul style="list-style-type: none"> <li>• Business impact analysis</li> <li>• Risk assessment</li> <li>• Business continuity strategies and solutions</li> <li>• Business continuity plans and procedures</li> <li>• Exercise program</li> <li>• Evaluation of business continuity documentation and capabilities</li> </ul>
	Performance evaluation (Clause 9): <ul style="list-style-type: none"> <li>• Monitoring, measurement, analysis and evaluation</li> <li>• Internal audit</li> <li>• Management review</li> </ul>
	Improvement (Clause 10): <ul style="list-style-type: none"> <li>• Nonconformity and corrective action</li> <li>• Continual improvement</li> </ul>

	Reflection and feedback
Day 04	Welcome to day 4
	Leadership and management: <ul style="list-style-type: none"> <li>• Differences</li> <li>• Leadership</li> <li>• Implementation support</li> <li>• Leading the implementation</li> </ul>
	Brainstorming
	Eight discipline problem solving (8D)
	Ishikawa/Fishbone
	Change management
	Delegation
	Motivation
	Support and motivation
	Reflection and feedback
	Day 05
Introduction/readiness to the exam	
Exam	