

## Implementing ISO 22301 Business Continuity Management System

**Course Description** When faced with unexpected disruptions, organizations with an effective Business Continuity Management System (BCMS) based on ISO 22301 not only benefit from protecting their reputations and retaining customers, but they also enhance their status as competitors struggle to overcome similar challenges.

The starting point for success lies in implementing the BCMS. If this is done well, your organization will have an international best practice framework from which to build resilience and help it keep operating when unforeseen situations arise. You can also save time and money by doing things right first time. How sure are you of what to do, when, and how?

In this course, an expert instructor will use a step-by-step approach to guide you through the implementation process. The requirements of ISO 22301 will be tackled from an implementation perspective, and the areas that organizations traditionally find tricky focused upon.

Through practical exercises, group activities and class discussions, you will develop your BCMS implementation knowledge and skill. A take-home toolkit will also provide you with useful information that can be referenced during your organization's implementation process.

- Course Benefits**
- Protect your organization from unexpected disruptions
  - Increase the confidence of customers in your organization
  - Increase your expertise of Business Continuity and ISO 22301
  - Be confident to implement a BCMS

- Intended Audience** Anyone with responsibility for implementing a BCMS, including:
- Business Continuity, Risk, Information Security, IT and Operations Managers or Consultants
  - Existing management system practitioners who are new to implementing a BCMS
  - People interested in finding out more about implementing a BCMS

**Course Duration** 2.0 days

## Prerequisites

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There are no formal prerequisites, but it would be beneficial if you have some knowledge of Business Continuity and a good understanding of your organization and its operations.

## Agenda

### Day 1

Time	Topic
8:00	Introduction
	Participant introductions
Break	Overview of course structure and learning objectives
	Fundamentals of Management Systems
Lunch	Fundamentals of an ISO 22301 BCMS
	Overview of ISO 22301
Break	Implementation Step 1: Gain Top Management Commitment
	Implementation Step 2: Appoint Implementation Team
4:30	Implementation Step 3: Promote Awareness
	Wrap up Day 1

### Day 2

Time	Topic
8:00	Welcome back and review of Day 1
	Implementation Step 4: Perform Gap Analysis
Break	Implementation Step 5: Develop Implementation Plan
	Implementation Step 6: Approve the Implementation Plan
Lunch	Implementation Step 7: Implement the Plan
	Implementation Step 8: Operate & Assess the System
Break	Implementation Step 9: Continually Improve the System
	Implementation Step 10: Certification and Registration
4:30	Wrap up Day 2 and course