

## **Introduction to ISO/IEC 22301 Business Continuity Management System**

**Course Description** Prepare for the unexpected with our Introduction to ISO 22301 Business Continuity Management training course.

Help protect your organization with a basic understanding of business continuity.

ISO 22301 provides an international best practice framework for identifying potential threats, evaluating their impact and developing capability to minimize the impact of disruption.

You will learn about the key concepts of business continuity, understand the benefits of a business continuity management system and become familiar with the requirements of ISO 22301.

**Course Benefits**

- Understand how to protect your business ahead of disruption
- Understand how to recover business critical functions in crisis situations
- Understand what action is needed to move towards ISO 22301 certification
- Improve internal processes by planning your own business continuity management system.

**Intended Audience**

- Continuity, risk, quality, IT, environmental, and health and safety managers
- Consultants and auditors who are new to ISO 22301 business continuity
- Those who want to introduce ISO 22301 into their organization.

**Course Duration** 1.0 day

**Prerequisites** No prerequisite to attend this course.

## 1. Agenda

Time	Topic
8:00	Introduction
	Participant introductions
	Overview of learning objectives and course structure
Break	Fundamentals of ISO 22301
	Terms and Definitions
Lunch	PDCA Relationship with ISO 22301
	Requirements of ISO 22301
Break	Communications
	Incident timeline
	Additional guidance
4:30	Wrap up and final questions

Two short breaks will be taken at suitably convenient times in the morning and afternoon. An hour will be given for a lunch break. Additional breaks may be taken as long as agreed by participants and instructor, and all learning objectives are met.