



ISO 22301:2019 Implementation



Your partner
in progress

Course descriptive

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.

By attending this two-day course, 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.

Pedagogical objectives

- Become familiar with the processes that comprise a BCMS based on ISO 22301:2019
- Understand how ISO 22301:2019 can be used to assist in managing and reducing business continuity risks
- Increase your knowledge of the key concepts and requirements of ISO 22301:2019
- Develop the skills to conduct a gap analysis of your organization's current business continuity arrangements and their conformity to ISO 22301:2019 and develop an implementation plan
- Understand how the processes required by ISO 22301:2019 interact
- Understand the roles individuals and top management will need to play

Skills to be acquired

By the end of the training course, you will have the knowledge to:

- 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

You will develop 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



Targeted audience

The course is applicable to anyone involved in planning, implementing, maintaining or supervising an ISO 22301:2019 compliant ISMS.

It's ideal for anyone who wants to learn:

- How to implement a BCMS that meets the requirements of ISO 22301:2019
- What techniques and methods can be used in order to effectively implement an ISO 22301:2019 framework in readiness for certification

Prerequisites

We recommend that you have a general awareness of a BCMS and a basic understanding of business continuity principles and terminology. If not, we strongly recommend you attend our ISO 22301:2019 Requirements Course.

We also recommend you have an understanding of the BCMS currently employed in your organizations, should one exist.

Duration

2 days – 14 hours

Pedagogical, technical and framing means

Course materials including :

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed



Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate

Agenda - Day 1

Time	Topic
09:00	Benefits to you, welcome and introductions
	Course aim, learning objectives and structure
	Business Continuity Management System (BCMS) - A reminder
	Planning the implementation of a BCMS that conforms to ISO 22301:2019
	Context of your organization (Clause 4) <ul style="list-style-type: none">• Gap analysis• Project plan
	Leadership (Clause 5) <ul style="list-style-type: none">• Leadership and commitment• Roles, responsibilities and authorities
	Planning (Clause 6) <ul style="list-style-type: none">• Developing BCMS objectives• Critical success factors
	Support (Clause 7) <ul style="list-style-type: none">• Communication• Documented information
16:30	End of day 1



Day 2

Time	Topic
09:00	Welcome back
	Quiz
	Operation (Clause 8): <ul style="list-style-type: none">• Business impact analysis• Risk assessment• Business continuity strategies and solutions• Business continuity plans and procedures• Exercise program• Evaluation of business continuity documentation and capabilities
	Performance evaluation and improvement (Clause 9): <ul style="list-style-type: none">• Monitoring, measurement, analysis and evaluation• Internal audit• Management review
	Improvement (Clause 10): <ul style="list-style-type: none">• Nonconformity and corrective action• Continual improvement
	Reflection and feedback
16:30	End of day 1



- *These training modules are eligible to the subsidizing by the public institutions in France (OPCO);
- **Each delegate receives a training convention after enrolment.
- ***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be two weeks prior to the start of the course.
- ****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.
- *****You can contact us on training.france@bsigroup.com or **01 89 79 00 40**.