ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT SYSTEMS IMPLEMENTATION TRAINING COURSE

COURSE DESCRIPTION

This course aims to provide learners who have an existing, basic knowledge of, or experience in, business continuity management with an understanding of the management systems approach and the requirements of ISO 22301, and to provide a basis for learners who wish to implement a Business Continuity Management System.

COURSE CRITERIA

UPON COMPLETION OF THIS COURSE, LEARNERS WILL BE ABLE TO:

- Identify the importance of certification
- Identify how to get certified
- Explain the benefits of certification
- Complete an objective evaluation of your organisation's current performance
- Identify the five phases of a project
- Explain project management principles
- Create an implementation plan for implementing the standard
- Design and document the Management System
- Identify the requirements of the Business Continuity Plan (BCP) and Business Impact Analysis (BIA)
- Identify what's involved in selecting a Certification Body
- Explain the certification process

Learners will need to demonstrate acceptable performance in these areas to complete the course successfully.

PRIOR KNOWLEDGE

Before starting this course, learners are expected to have the following prior knowledge of the:

- Management systems:

    - the Plan, Do, Check, Act (PDCA) Cycle

- The core elements of a management system and the interrelationship between management responsibility, policy, planning, implementation, measurement, review and continual improvement

- Business Continuity Management:

    - A basic knowledge of managing business continuity through the conducting of business impact analysis and risk assessment, the development of business continuity strategies and solutions and the implementation of business continuity plans and procedures.

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COURSE DURATION: 2 days & 16 hours
DELIVERY METHODOLOGY: F2F & VILT
COURSE LANGUAGE: English
ACCREDITATION: SGS

COURSE CERTIFICATION

Learners who have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance".

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COURSE CONTENT

BENEFITS AND IMPORTANCE OF CERTIFICATION

- Why be certified?
- How to become certified?
- Who provides certification?
- Top management commitment, people and training

ANALYSE THE CURRENT BUSINESS STATE

- Before applying for certification
- Gap analysis
- Where to begin
- Management system requirements
- Structure of ISO 22301:2019 and documented information

CREATE THE IMPLEMENTATION PLAN

- Five phases of a project
- Project management
- Project roles and responsibilities and the project plan

DESIGN AND DOCUMENT THE SYSTEM

- System design changes
- Implementation
- Implement the plan
- Address the gaps
- Develop the documentation
- Design
- Management system manual
- Documentation required by the standard and procedures

THE BUSINESS CONTINUITY PLAN AND BUSINESS IMPACT ANALYSIS

- Business Continuity Plan
- Business Impact Analysis
- Exercise and Testing and other procedures

SELECTING A CERTIFICATION BODY

- Pre-assessment audit
- Selecting the certification body
- The certification audit and certification of conformance

WHEN YOU NEED TO BE SURE

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