



This course enables attendees to learn the basic elements to implement and manage a Business Continuity Management System (BCMS) as specified in ISO 22301. During this training course, they will be able to know the different modules of a BCMS, including BCMS policy, procedures, performance measurements, management commitment, internal audit, management review and continual improvement.

As an international standard for Business Continuity Management System, the ISO 22301 is designed to protect, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. With a Business Continuity Management System, your organization is prepared to detect and prevent threats.

ISO 22301 enables you to respond effectively and promptly based on the procedures that apply before, during and after the event. Implementing a Business Continuity plan within your organization means that you are prepared for the unexpected. Business Continuity Plan assures you that your organization will continue to operate without any major impacts and losses.

At the end of this course, participants should be able to:

- Learn about the elements and operations of a Business Continuity Management System (BCMS)
- Acknowledge the correlation between ISO 22301 and other standards and regulatory frameworks
- Know the approaches, methods and techniques used for the implementation and management of a BCMS

Course Outline

- Introduction to Business Continuity Management
 - The Business Continuity Management
 - Why is it Important?



- Benefits of Business Continuity
- The BCM Policy
- Roles and Responsibilities
- Initiate Business Continuity Process
 - Develop BC Teams Proficiencies
 - Determine the BC Scope
 - Define the BCM Schedule
 - Announce Initiation of BCM Program
 - Performing Gap Assessment
- Identify Business Impacts & Resource Requirements
 - Obtain Risk Management Output
 - Identify Critical Processes
- Business Continuity Management Framework: BIA & Risk Assessment
 - BIA and Risk Assessment
 - Prepare Recovery Profile
 - Analyze & Evaluate Recovery Profiles
 - Pandemic
 - Pandemic's Profile
 - Preparing/Responding for a Pandemic
 - Resilience in times of Crisis
 - Financing Government Response to COVID 19 Pandemic
 - Compensability of COVID 19 by Government Program
- Business Continuity Management Framework: Plan Development
 - Develop BC Strategies to Protect Critical Processes & Assets
 - Analyze and Evaluate BC Strategies
 - Develop Business Continuity Plans
 - Build and Implement the BC Strategies
- Business Continuity Management Framework: Plan Testing, Maintenance and Review
 - Develop BC exercises and Drills
 - Train Employees in the BC Plans
 - Conduct Exercises and Drills
 - Generate After-Action Report
 - Update BCPs
 - Develop schedule for Plan Reviews and Maintenance



- Communicate and Sign-off
 - Management Approval
 - Communicate to Stakeholders

Course Duration

- 2 half days - online

Delivery Methodologies

- Online Lecture and Discussion
- Individual Assignments (optional)

This course is recommended for

- Individuals involved in Business Continuity Management
- Individuals seeking to gain knowledge about the main processes of Business Continuity Management Systems (BCMS)

Upcoming Events

Apr 22

April 22 @ 9:00 am - April 23 @ 12:00 pm

[ISO 22301 Business Continuity Management Essentials](#)

Aug 6

August 6 @ 9:00 am - August 7 @ 12:00 pm

[ISO 22301 Business Continuity Management Essentials](#)

Nov 6

November 6 @ 9:00 am - November 7 @ 12:00 pm

[ISO 22301 Business Continuity Management Essentials](#)

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