

BSI Training Academy



Your complete guide to
ISO 22301: 2012
Business Continuity Training

bsi.

...making excellence a habit.™

Build a robust and resilient organization with **ISO 22301**

Benefits of ISO 22301*



72%

helps protect our business



82%

helps manage business risk



73%

gives trust in our business



56%

increases our competitive edge

Don't let your business get knocked off course by the unexpected. In today's fast moving world where supply chains are often complex, and where the threats from which we need to protect ourselves range from terrorism to cyber-crime, or even extreme weather, the need to have a robust and resilient business that can quickly recover from any kind of disaster is vital.

ISO 22301 is the international standard that helps organizations to protect against and recover from disruptive incidents when they happen. It provides a systematic approach to business continuity management, and it's applicable to any organization, regardless of type, size and sector.

Use ISO 22301 to protect your business, your reputation, and minimize financial loss in the case of an incident.

Threats to business continuity**

- **85%** of Business Continuity Managers fear the possibility of a cyber-attack
- **80%** of organizations had a breach in 2014
- **77%** fear unplanned IT outages

*Source: BSI benefits survey – BSI clients were asked which benefits they obtained from ISO 223

**Source: Horizon scan research 2016 - Business Continuity Institute (BCI), in association with BSI

Why make BSI your first choice for ISO 22301 training



Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.



Our expertise

As the world's first National Standards Body and a founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from this experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learning experience. When it comes to standards even our competitors choose us.



Our approach Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensure you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.



Our solution

We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience,

they bring the subject matter to life with relevant and contemporary examples that means you can focus on learning.

Public Training Courses are available



Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.

Talk to one of our experts to find out more.

Training delivered at your site



This could be a convenient and cost effective option, especially if you have multiple delegates.

Talk to one of our experts to find out more.

Our BSI Training Academy ISO 22301:2012 courses

ISO 22301:2012 Requirements – 1 day

Level



	You'll discover	How this will help you
<ul style="list-style-type: none"> • Those new to ISO 22301 • If your knowledge needs a refresh 	<ul style="list-style-type: none"> • The main requirements and benefits of ISO 22301 • An understanding of an effective Business Continuity management system (BCMS) 	<ul style="list-style-type: none"> • Communicate the benefits and importance of an BCMS • Apply the requirements of ISO 22301 to your business

ISO 22301:2012 Implementation – 2 days

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> • Those with a thorough understanding of ISO 22301 • If you need to implement or manage a new ISO 22301 management system 	<ul style="list-style-type: none"> • A typical ISO 22301 implementation framework • Your organization's current position with ISO 22301 • How to implement an effective BCMS 	<ul style="list-style-type: none"> • Confidently implement and maintain an BCMS • Understand what resources are required to implement ISO 22301 • Use a gap analysis to review your current system

ISO 22301:2012 Internal Auditor – 2 days

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> • Those with a thorough knowledge of ISO 22301 • If you need to carry out ISO 22301 internal audits • If you're an existing auditor who needs to refresh your knowledge 	<ul style="list-style-type: none"> • The principles of an ISO 22301 audit • How to write up audit reports • How to suggest corrective actions and follow them up to continually improve 	<ul style="list-style-type: none"> • Confidently carry out an ISO 22301 internal audit • Add value to your BCMS and be best-placed for an ISO 22301 third party assessment • Be recognized as an ISO 22301 expert

ISO 22301:2012 Lead Implementer – 5 days

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> • Those new to ISO 22301 • If you need to implement and take the lead with an ISO 22301 management system 	<ul style="list-style-type: none"> • The benefits of ISO 22301 • Your organizations current position with ISO 22301 • How to interpret the requirements and implement an effective BCMS • Management tools and techniques 	<ul style="list-style-type: none"> • Engage employees and communicate the importance of your BCMS • Use a gap analysis to review your current system • Confidently implement and maintain an effective BCMS as a qualified lead implementer



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate

Our BSI Training Academy ISO 22301:2012 courses

ISO 22301:2012 **Lead Auditor** IRCA Certified (A17456)

– 5 days

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> Those with a thorough knowledge of ISO 22301 If you're responsible for leading ISO 22301 second party audits Consultants who advise on BCMS audits If you're looking to gain an internationally recognized audit qualificatio 	<ul style="list-style-type: none"> The roles and responsibilities of a lead auditor How to lead, plan, manage and follow up an audit in accordance with internationally recognized best practice (ISO 19011) The benefits of third party certificati 	<ul style="list-style-type: none"> Achieve a recognized qualificatio Confidently lead an audi Be best-placed for an ISO 22301 third party assessment Great continual professional development to advance your career

Business Impact Analysis (BIA) – 1 day

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> Your organization has services deemed to be critical and therefore can't be disrupted or must be recovered rapidly 	<ul style="list-style-type: none"> Critical resources for resilience protection and/or recovery measures You manage or impact supply chain decisions 	<ul style="list-style-type: none"> Formalize your business activity dependencies Understand what processes and activities are critical as opposed to important

Business Continuity Plans (BCP) Principles and Practices

– 1 day

Level



Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> Manage a service in your organization that must always be available or be recovered with minimal lost time 	<ul style="list-style-type: none"> Be able to analyse continuity requirements and if a BCP is suitable and relevant 	<ul style="list-style-type: none"> Understand the purpose and structure of BCPs Recognize the appropriate use of BCPs

ISO 22301:2012 **BCMS Masterclass** – 5 days

Level



Who should attend?	What's the course like?	How this will help you
<ul style="list-style-type: none"> Business Continuity, Risk, Information Security, IT and Operations Managers, Professionals and Consultants Existing Business Continuity Management System practitioners Crisis Team Members and Managers Disaster Recovery Team Members and Managers 	<ul style="list-style-type: none"> Five days Led by a BSI expert tutor Relaxed and comfortable learning environment You'll receive comprehensive course materials to take away 	<ul style="list-style-type: none"> Be able to implement critical processes of BCMS Find new approaches and different perspectives to improve your organization's current BCMS Continually improve your current BCMS Network with likeminded peers



ISO 22301:2012 **Requirements** training course

Level



Organizations often damage their reputations and lose customers because they are unable to cope with unexpected disruptions such as natural disasters, severe weather, IT outage, industrial action, crime, political unrest or staff illness. A Business Continuity Management System (BCMS) based on ISO 22301 can provide your organization with an international best-practice framework for identifying potential threats, evaluating their impact, and developing the capability to minimize disruption and continue business should unforeseen events occur.

Our course agenda

- Introduction
- Delegate introduction
- Overview of learning objectives and course structure
- Fundamentals of ISO 22301
- Terms and Definitions
- PDCA Relationships with ISO 22301
- Requirements of ISO 22301
- Communications
- Incident timeline
- Additional guidance
- Wrap up and final questions

Book today at
bsigroup.com/training

Make sure this is the right course for you.

This course is for you if:

- You're new to ISO 22301
- Your knowledge needs a refresh
- You're planning, implementing, or maintaining ISO 22301
- You're part of a team involved in ISO 22301

What's the course like?

- One day
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

How will I benefit

- Be confident in explaining the importance of an BCM
- Gain an understanding of the main ISO 22301 requirements and how to start to apply them within your business
- Develop professionally
- Improve internal processes by planning your own BCM.



ISO 22301:2012 **Implementation** training course

Level



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.

Our course agenda

Day 1

- Introduction
- Participant introductions
- Overview of course structure and learning objectives
- Fundamentals of Management Systems
- Fundamentals of an ISO 22301 BCMS
- Overview of ISO 22301
- Implementation steps: Gain Top Management Commitment
- Implementation step 1: Gain Top Management Commitment
- Implementation step 2: Appoint Implementation team
- Implementation step 3: Promote Awareness

Day 2

- Review day 1
 - Implementation step 4: Perform Gap Analysis
 - Implementation step 5: Develop Implementation Plan
 - Implementation 6: Approve Implementation Plan
 - Implementation step 7: Implement the Plan
 - Implementation step 8: Operate & Assess the System
 - Implementation step 9: Continually Improve the System
 - Implementation step 10: Certification and Registration
- Book today at**
bsigroup.com/training

Make sure this is the right course for you.

This course is for you if:

- You have a thorough understanding of ISO 22301
- You need to implement or manage a new ISO 22301 management system
- You're part of a team involved in ISO 22301

What's the course like?

- Two days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

How will I benefit

- Confidently implement and maintain an BCM
- Be able to make sure ISO 22301 adds value to your organization
- Increase your expertise of Business Continuity and ISO 22301

ISO 22301:2012 Internal Auditor

Level



Learn how to complete each stage of the internal audit process, by understanding the requirements of ISO 22301 within the context of an audit. You will learn how to identify areas that need improving to achieve an effective business continuity management system in line with international best practice.

Our course agenda

Day 1

- Background to Business Continuity Management Systems (BCM)
- ISO 22301 structure, auditing areas, terms and definitions
- Management system and BCM auditing
- Auditor competence, responsibilities and characteristics
- Audit evidence triangle
- Types of audit
- Audit activities
- Creating an audit plan
- Checklists
- Audit questioning techniques: communication and interpersonal skills
- Conducting the opening meeting
- Conducting an audit

Day 2

- Work documents
- Nonconformities
- Documenting nonconformities
- Creating the audit report: prepare, approve and distribute
- Conducting audit follow-up activities
- Course review and questions
- Reflection and feedback

Book today at
bsigroup.com/training

Make sure this is the right course for you.

This course is for you if:

- You already have a thorough knowledge of ISO 22301
- If you need to carry out ISO 22301 internal audits
- Your knowledge of the internal audit process needs a refresh

What's the course like?

- Two days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

How will I benefit

- Gain the confidence to carry out an ISO 22301 internal audit
- Get the skills to add value to your BCM
- Be able to write factual audit reports
- Grow customer confidence in your organization



ISO 22301:2012 **Lead Implementer**

Level



Learn how to establish a business continuity management system within your organization and clarify roles and responsibilities during disruption. With ISO 22301 you can identify and protect business critical functions, building resilience and capability to continue operating during unexpected events. You can minimize downtime, speed up recovery time and reassure customers with your ISO 22301 management system.

“The trainer was an exceptionally good instructor. Being only a pleasant and knowledgeable gentleman who made the course both interesting and relevant.”

Greg Bartman, Lieutenant Commander, Saudi Arabia

Our course agenda

Day 1

- Benefits to you, Welcome and Introductions
- Course Aims, Objectives and Structure
- Benefits of Management Systems
- Types of Management Systems
- Process Approach
- PDCA Framework
- Fundamental of ISO 22301
- Overview of ISO 22301
- Implementation Process
- Clause 4: Context of the Organization

Day 2

- Day 1 review
- Clause 5: Leadership
- Management Responsibilities
- BCMS Policy
- BCMS Objectives
- Clause 6: Policy
- BCMS Objectives
- Clause 7: Support
- Documentation Requirements
- Close Day 2

Day 3

- Test of Understanding
- Clause 8: Operation
- Business Impact Analysis
- Risk Assessment
- BC Strategy
- Exercises and Tests
- Clause 9: Performance Evaluation
- Clause 10: Improvement
- Certification
- Close Day 3

ISO 22301:2012 **Lead Implementer**

Continuing course agenda

Day 4

- Day 4 Review
- Implementation & Leadership
- Leadership & Management
- Brainstorming
- Fishbone Diagrams
- Kotter's 8 steps to leading change
- Support & Motivation
- Sample Exam Review
- Psychological Contracts

Day 5

- Final questions/revision
- Evaluation
- Introduction to the exam
- Exam
- Reflection and feedback



Book today at
[bsigroup.com/training](https://www.bsigroup.com/training)

Make sure this is the right course for you.

This is the course for you if:

- You're new to ISO 22301
- You need to implement or manage a new ISO 22301 management system
- You're leading a team involved in ISO 22301

What's the course like?

- Five days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away
- There will be a two-hour exam on the final day

How will I benefit

- Confidently implement and maintain an BCM
- Be prepared with management tools and techniques
- Successfully carry out a gap analysis
- Network with likeminded peers
- Develop professionally and gain a recognized qualification

In-company training

Coca Cola managed to improve customer experience with BSI in-house training. Select any ISO 27001 course and have it delivered to your team on-site.

[Contact us](#)



ISO 22301:2012 **Lead Auditor**

IRCA Certified (A17456)

Level **1 C 2 C 3**

To unlock the full potential of the BCMS, your organization must conduct thorough audits of the framework to ensure that it continues to be robust and applicable in crisis situations. You may also want to find out more about independent audits and how they work.

This course will develop the knowledge and skills required to lead a BCMS audit, with emphasis on independent auditing principles and practices.

Led by an expert instructor, practical exercises, group activities and class discussions will be used to guide you through the entire audit process from the planning of the audit through to reporting the results.

This course is certified by the International Register of Certificated Auditors (IRCA) and meets the training requirements for IRCA Business Continuity Management Systems (BCMS) Auditor Certification.

Our course agenda

Day 1

- Welcome and introductions
- Overview of course structure and learning objectives
- Test of ISO 22301 knowledge
- Business benefits of having a BCMS
- The purpose of a BCMS and structure of ISO 22301 in relation to PDCA. The interrelationship between the elements and the greater emphasis on planning.
- Fundamentals of an ISO 22301 BCMS
- The business continuity management system model and ISO 22301 clauses
- Introduction to auditing
- Introduction to audit activities/process
- Audit objective, scope and criteria
- Team selection and competence
- Document review/audit stages 1 and 2
- Development of audit plan
- Review and close day 1

Day 2

- Review of day 1 objectives and topics
- Prepare work documents
- Responsibilities of the lead auditor, auditor, and others parties
- Opening meeting
- Collect and verify audit information
- Audit questioning techniques
- Introduction to nonconformities
- Review ISO 22301 requirements
- Auditing to ISO 22301 requirements
- Review top management responsibilities
- Role play preparation
- Top management interview – role play audit
- Role play review
- Review and close day 2

Day 3

- Review of day 2 objectives and topics
- Review the BIA
- Role play preparation
- Role play audit
- Role play review
- Review understanding of BC strategies and plans
- Role play preparation
- Role play audit
- Role play review
- Exercising and testing the BCM
- Monitoring, measurement and analysis
- Review and close day 3

ISO 22301:2012 **Lead Auditor** IRCA Certified (A17456)

Continuing course agenda

Day 4

- Review of day 3 objectives and topics
- Role play preparation
- Role play audit
- Role play review
- Recap on all role play exercise from an auditor and auditee perspective
- Identify and define nonconformities and determine root cause of nonconformities
- Prepare audit conclusions
- Completing the audit
- Audit follow-up
- Sample exam
- Audit report homework
- Review and close day 3

Day 5

- Receive homework – audit report / overview of days 1-4
- Final questions
- IRCA auditor certification
- Evaluation
- Introduction/readiness to the exam
- Exam
- End of course



Book today at
bsigroup.com/training

Make sure this is the right course for you.

Who should attend?

- Business continuity managers and consultants
- Risk, information security, IT, operations managers and consultants
- Existing auditors who want to audit to ISO 22301
- Those who want to improve business continuity through an independent audit

What will I learn?

- The scope, concepts and requirements of ISO 22301
- How to plan and lead an ISO 22301 audit
- Manage auditing teams and improve analysing and reporting skills
- Business continuity best practice

How will I benefit

- You'll become a qualified ISO 22301 lead auditor
- Be able to protect and recover critical business systems during disruption
- Prepare for the unexpected effectively
- Build customer confidence through commitment to business continuity

“ I can honestly say it was the best course learning I have ever encountered. I learnt so much and the tutor articulated himself so that everyone in the group clearly understand the standard. ”
Kelly Rump, Quality Assurance Manager, GAC Bunker Fuels Limited (DMCC), Dubai-UAE



Business Impact Analysis (BIA) training course

Business Impact Analysis is a fundamental practice that, when undertaken correctly, can effectively establish the framework for resilience and continuity arrangements in an organization. The process can provide other benefits by informing management to consider succession planning, supply chain strategies and avoid single points of failure. This course is a combination of presentations as well as individual and group activities designed to establish and cement a practical understanding of the elements of comprehensive Business Impact Analysis. This will enable delegates to undertake their own analysis, and potentially shape management decisions that lead to improved organizational resilience and continuity.

Our course agenda

- Benefits to you, welcome an introductions
- Course aim, objectives and structure
- Simplified business impact analysis process
- Systems based approach to an organization
- Disruption of an activity
- Product dependency on processes/ inputs/outputs
- Impact over time
- What will the client tolerate?
 - Impact categories
 - Resilience: When the client cannot tolerate any disruption
- Critical product dependency on critical processes
- Impact analysis: Practical considerations
- Data collection methods
- Context of the organization: Influence on the BI
- BIA: Practical framework
- BIA: Impact over time
- BIA: Large company: Resources
- Strategy decisions
- BIA process planning summary
- BIA process outcomes

Book today at
bsigroup.com/training

Make sure this is the right course for you.

This is the course for you if:

- Your organization has services deemed to be critical and therefore can't be disrupted or must be recovered rapidly
- You need to be able to analyse a business system and identify critical activities
- Identifying critical resources for resilience protection and/or recovery measures is important to your role and/or organization
- You manage or impact supply chain decisions

What is the course like?

- One day long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials

How will I benefit

- Formalize your business activity dependencies
- Understand what processes and activities are critical as opposed to important
- Enable management to identify priorities for mitigating risk of disruption of services, priorities for recovery of services, level of recovery of services and resource requirements to facilitate recovery



Business Continuity Plans (BCP) Principles and Practices training course

Business Continuity Plans form an essential part of an organization's tools for maintaining continuity of critical products and services.

Course content explores the role a BCP plays in aligning the resilience requirements for uninterrupted services and the measures that need to be in place for an organization to restore their business after an unexpected disruption. Risk assessment techniques and recovery strategies are introduced as prerequisites for formulating useful continuity plans and plans to recover services through to business as usual (BAU) are developed.

How to use a Business Continuity Plan as a means of measuring response, where BAU is one endpoint and disaster recovery is the other is studied as is the validation of plans through appropriate exercising the relative advantages and limitations of different techniques.

This course combines presentations as well as individual and team activities designed to establish and cement a practical understanding of the elements of Business Continuity Plans, enabling you to construct, deploy and validate relevant BCPs.

Our course agenda

- Benefits to you, welcome an introductions
- Course aim, learning objectives and course structure
- BCPs: Starting point
- Risk: Summary principles and practice based on ISO 31000
 - Risk appetite
- Impact categories and tolerance
- Risk assessment mapping
- When to use a BCP
- Business continuity planning
 - Pre-requisites
- Activity-based, not disruption-based plans
 - Plan activation
- Return to business as usual
- Disaster recovery
- Exercise purpose, programs and improvements
- Tests
- Planning an exercise
- Exercise learning

Book today at
bsigroup.com/training

Business Continuity Plans (BCP) Principles and Practices training course.

We want to make sure you have the best learning experience possible. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This is the course for you if:

- Manage a service in your organization that must always be available or be recovered with minimal lost time
- You need to develop plans for continuity management and disaster recovery
- You need to be able to analyse continuity requirements and if a BCP is suitable and relevant
- You need to identify critical resources for the successful implementation of a BCP

What is the course like?

- One day long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials

How will I benefit

- Understand the purpose and structure of BCPs
- Recognize the appropriate use of BCPs
- Construct BCPs covering service recovery and disaster management back to BAU
- Use exercise techniques to validate the plans



Auditing Management Systems has never been smartly communicated in a classroom like what BSI does. The knowledge delivery technique was excellent.



Adeyeye Sunday A., NNPC, Nigeria

ISO 22301:2012 BCMS Masterclass

Level



Essential information about the course

Unexpected disruptions can have significant impact on the continuity of core processes of organizations, thus on their ability to provide products and services. Today's fast changing world, where competition is getting tough, organizations are seeking ways to survive and prosper from unexpected disruptions. Implementing a Business Continuity Management System (BCMS) helps organizations in world-wide, to be prepared for disruptions and successfully overcome negative effects of them.

To be equipped to stand test of these unexpected disruptions is significantly critical to safeguard reputation and retention of stakeholders. Besides implementing and maintaining BCMS, keeping it effective and efficient, also continually improving it is a critical objective for organizations. In order to achieve this objective, competent people, who have the authority and responsibility to implement, manage and maintain BCMS, are one of the main factors.

In this innovative masterclass, the workshop series that will help delegates to implement key requirements of BCMS on hands, will also help them to take their level of competence an advanced level. Attending this training will give you the opportunity to find answers to your questions for complex implementation issues in BMCS. While gaining experience on implementation, testing different perspectives with best practice guidance will make you stand from the crowd with your advanced level of knowledge and skills.

Make sure this is the right course for you.

Who should attend?

- Business Continuity, Risk, Information Security, IT and Operations Managers, Professionals and Consultants
- Existing Business Continuity Management System practitioners
- Crisis Team Members and Managers
- Disaster Recovery Team Members and Managers

What will I learn?

- Understand key terms and definitions in BCMS
- Identify a typical framework for implementing ISO 22301 following the PDCA cycle
- Establish the key documented information requirements of the BCMS
- Getting skills to have decision on establishing BCMS scope statement
- Establishing a risk management process and documenting the procedure.
- Identifying, analyzing and evaluating Business Continuity risks in align with guidance of ISO 31000:2018
- Determining risk treatment options, gaining experience to define controls on risks
- Establishing and implementing a Business Impact Analysis (BIA) process
- Determining BC strategies for prioritized processes
- Establishing and documenting BC procedures as well as BC plans
- Developing an Exercising and Testing programme
- Determining metrics and KPIs to evaluate the performance of an BCMS

How will I benefit?

- Understand how to implement, maintain and improve a robust ISO 22301
- Learn the best practice techniques contained in ISO 22301 in align with templates produced on these best practices
- Gain hands on experience and learn about different perspectives on managing a BCMS
- Gain a deep understanding on how to establish Business Continuity Procedures and to implement Business Impact Analysis (BIA) in align with ISO 22313 and ISO 22317 standards
- Taking your level of knowledge and skills to an advanced level on business continuity implementation and management
- Be confident to implement, maintain, improve and manage a BCMS
- Create the framework for your own BCMS
- Exploring different perspectives of implementing and managing a BCMS which can lead to increased effectiveness and efficiency of an organization's current BCMS
- Proving your hands on experience on ISO 22301 BCMS by achieving an internationally recognized BSI certificate

ISO 22301:2012 BCMS Masterclass

Our course agenda

Day 1

- Welcome & Briefing
- Brief explanation of ISO 22313 and ISO 22317 Standards
- Workshop 1: Determining and Monitoring Legal Requirements (Clause 4.2.2)
- Workshop 2: Process Mapping (Clause 4.4) Identifying core and enabling processes.
- Workshop 2: Process Mapping (Clause 4.4) Determining Scope Statement

Day 2

- Workshop 3: Risk Management (Clauses 6.1 & 8.2.3) Risk Assessment implementation based on ISO 31000 Risk Assessment Determining Risk Scales: Likelihood and Consequence Scales
- Workshop 3: Risk Management (Clauses 6.1 & 8.2.3) Determining Risk Acceptance Criteria Identifying Risks on each process Determining `Source & Cause`
- Identifying Risks on each process
- Reviewing and -if needed- correcting identified risks Analyzing Risks: Determining level of each risks using the risk scales
- Risk Treatment Determining Risk Treatment Options Determining actions for `Treat` option Protection and mitigation

Homework:

Determining controls for `Treat` options

Day 3

- Workshop 4: BC Objectives (Clause 6.2) Establishing SMART Business Continuity Objectives. Aligning objectives with processes in the scope. (On provided template)
- Training: Business Impact Analysis (Clause 8.2.2) Terms and definitions used in BIA Purpose of BIA and requirements mentioned in ISO 22301
- Workshop 5: Business Impact Analysis (Clause 8.2.2) Implementing BIA on processes Determining RTO and MTPoD levels
- Implementing BIA on processes Prioritizing processes

Day 4

- Training: BC Strategies (Clause 8.3) Resource management Determining BC strategies
- Training: BC Procedures (Clause 8.4) Requirements for warning and communication, incident response structure, BC plans and recovery
- Workshop 6: BC Strategies and BC Procedures (Clauses 8.3 and 8.4) Determining BC Strategies Establishing BC Procedures Developing BC Plans Recovery Procedures

Homework:

Generating BC Plans

Day 5

- Training: Exercising & Testing (Clause 8.5) Defining Exercising & Testing methodologies Establishing Exercising & Testing Programme Assigning Exercising & Testing to each BC procedures
- Workshop 7: Exercising and Testing (Clause 8.5) Generating Exercising and Testing Programme (On provided template)
- Training: Monitoring and Measurement (Clause 9.1)
- Workshop 8: Monitoring and Measurement (Clause 9.1) Determining metrics, KPIs and deliverables for BCMS (Measurement results cannot be generated) Linking Monitoring and Measurement practices with BC Objectives.

Test of Understanding

120 minutes



Book today at
[bsigroup.com/training](https://www.bsigroup.com/training)



Why training is important

Great businesses need great people

Research shows that when an organization invests in training and development, they reap real rewards:



The percentage of employees that feel like they're not reaching their **full potential**



40 of employees with poor training **leave their job** within the first year



of workers say training and development is the **most important workplace policy**

Turn our experience into your expertise



Exceptional experience:

8.84 is the average rating delegates gave to their **overall experience of BSI**



The number of days BSI spend with clients a year so we know...



From Sept 2017 to Sept 2018, we have trained over **11,000** people



Best in class Tutors:

Customers who have been trained gave an overall tutor rating on average at

9.26 out of 10



Subject Matter Experts:

Our tutors have extensive industry expertise, allowing them to provide real life examples with relevant course material. **Our average is 9.51 out of 10**

Next steps

Get in touch today and make your business more resilient.

Email us at:

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