

ISO 22301:2019 Lead Implementer Training

Duration: 5 Days

Course Description:

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. This training combines our ISO 22301 implementation course, with an additional 2 days of content with examination. This will provide you with the best practice methods to implement the standard within your organization; and ensure its effectiveness by teaching you management skills such as leadership, effective delegation, problem solving and motivation. On completion of this training, 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. This course also covers key leadership skills such as leading the implementation project, support and planning tools, leading organizational change, effective delegation, and motivation.

Target Audience:

Those who are responsible for the management and implementation of an ISO 22301 management system.

Course Outlines:

Day 1

Benefits to you, welcome and introductions

- Course aim, learning objectives and structure
- Business continuity management system (BCMS) - A refresh
- Planning the implementation of a BCMS that conforms to ISO 22301:2019
 - Gap analysis
 - Project plan
 - Gantt chart

Day 2

- Context of the organization (Clause 4)
- Leadership (Clause 5):
 - Leadership and commitment
 - Roles, responsibilities and authorities
- Planning (Clause 6):
 - Developing BCMS objectives
 - Critical success factors
- Support (Clause 7)
 - Communication
 - Documented info

Day 3

- Quiz
- Operation (Clause 8):
 - Business impact analysis
 - Risk assessment
 - Business continuity strategies and solutions
 - Business continuity plans and procedures
 - Exercise programme
 - Evaluation of business continuity documentation and capabilities
- Performance evaluation (Clause 9):
 - Monitoring, measurement, analysis and evaluation
 - Internal audit
 - Management review
- Improvement (Clause 10):
 - Nonconformity and corrective action
 - Continual improvement
- Reflection and feedback

Day 4

- Welcome to day 4
- Leadership and management:
 - Differences
 - Leadership
 - Implementation support
 - Leading the implementation
- Brainstorming
- Eight discipline problem solving (8D)
- Ishikawa/Fishbone
- Change management
- Delegation
- Effective delegation
- Motivation
- Reflection and feedback

Day 5

- Welcome to day 5
- Introduction/readiness to the exam
- Exam

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