ISO 22301 Lead Implementer
Training course

STAGE 1 2 3

Essential information about the course

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.

Our course agenda

Day 1	Day 2	Day 3

• 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
	• 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
		• 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	Day 5

• Welcome to day 4
• Leadership and management:
   o Differences
   o Leadership
   o Implementation support
   o Leading the implementation
• Brainstorming
• Eight discipline problem solving (8D)
• Ishikawa/Fishbone
• Change management
• Delegation
• Effective delegation
• Motivation
• Reflection and feedback
	• Welcome to day 5
	• Introduction/readiness to the exam
	• Exam
	
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Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

Make sure the course is right for you

Who is this course for?

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

What will I learn?	What are the benefits?
Upon completion of this training, you will be able to: • Define a business continuity management system (BCMS) • Explain why a BCMS is important and how it can benefit your organization • Recall the terms and definitions used • Recognize the key concepts and structure of ISO 22301:2019 • Identify the main requirements of ISO 22301:2019 • 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 Have the 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 • Identify the leadership skills, based on best practice, to lead the implementation of a management system, including: • Leading the implementation project • Support and planning tools • Leading organizational change • Effective delegation • Motivation	This course will help you: • Gain an in-depth knowledge of the implementation of 22301 • Develop the confidence to apply this knowledge within your organization • Be able to perform a detailed gap analysis and project plan • Know what each clause requires for effective implementation • Develop the soft and management skills to be able to effectively lead the implementation of an effective 22301 management system within your organization • Be able to prove your knowledge via completion of the course exam

Prerequisites - you are expected to have the following prior knowledge:

There are no prerequisites to attend this training.

Why invest in training from BSI?

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire the skills that will continue to be of use beyond the course.

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 to enhance your learning.

Training delivered at your site could be a convenient and cost effective option, especially if you have multiple delegates. Talk to one of our experts to find out more.

Next steps with the BSI Academy

Want to learn more? You may be interested in:

- ISO 22301 Internal Auditor Training Course
- ISO 22301 Lead Auditor Training Course

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