



Business Continuity Management System



WE
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IN TRUST

**ISO 22301
Syllabus**

AWARENESS ISO 22301 TRAINING

GENERAL INFORMATION



Awareness training is a one-day program covering the basic concept and requirements of ISO 22301. The training provides insight into the advantages of implementing Business Continuity Management System (BCMS).



EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Be aware with the fundamental concepts and requirements of ISO 22301
2. Identify the key benefits and importance of ISO 22301 for an organization
3. Understand the basic elements of Business Continuity Management System (BCMS) based on the requirement of ISO 22301



WHO SHOULD ATTEND

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



PROVIDED MATERIALS

- The training module and case studies
- Certificate of Attendance

1 day

Training Agenda

Topic

Day 1

Background of Business Continuity Management System

Key definitions in ISO 22301 standard

Principles and concepts of Business Continuity Management System

ISO 22301 Requirements

ISO 22301 Awareness training provides insight into the advantages of implementing Business Continuity Management System (BCMS).

IMPLEMENTATION

ISO 22301

TRAINING

GENERAL INFORMATION



Implementation training is a two-day course that will help you learn to assess the effectiveness of ISO 22301 implementation in your organization.



EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

1. Identify the purpose, content, and the relation between the implementation of ISO 22301 and other regulatory frameworks
2. Understand the approaches, methods, and techniques used for effective implementation of ISO 22301
3. Acquire the ability to interpret the guidelines of ISO 22301 in the specific context of an organization
4. Develop the necessary skills and expertise to support an organization to plan, implement, manage, monitor, and maintain ongoing compliance to regulation
5. Gain the knowledge to advise an organization in managing a Business Continuity Management System (BCMS) program by following best practices



WHO SHOULD ATTEND

- Managers and consultants involved in business continuity
- Professionals seeking to master the implementation of an BCMS based on the requirements of ISO 22301
- Individuals responsible for maintaining compliance to ISO 22301 requirements in an organization
- Individuals interested to pursue a career in business continuity
- Consultants for Management System
- BCMS team members



PROVIDED MATERIALS

- The training module and case studies
- Certificate of Attendance

PREREQUISITE:

Having an understanding of the requirements in the standard

2 days

Training Agenda

Topic

Day 1

Course Introduction

Key concepts and requirements of ISO 22301 implementation

Planning and implementation of a BCMS

BCMS Policy and Commitment

Day 2

Risk Management

BCMS Documentation and Objective

BCMS Investigation

CERTIFIED INTERNAL AUDITOR ISO 22301 TRAINING

GENERAL INFORMATION



Certified Internal Auditor training is a two-day program that provides the necessary input to master the skill needed by a Business Continuity Management System Auditor. The training empowers candidates to identify any gaps in their organization in accordance with ISO 22301 standard.



EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

1. Explain and undertake the role of an auditor to plan, conduct, report and follow up an BCMS audit in accordance with ISO 22301
2. Have the skills and knowledge needed to conduct internal audits against the requirements of the ISO 22301 and to report and follow-up the results
3. Interpret the requirements of ISO 22301 in the context of an BCMS audit



WHO SHOULD ATTEND

- Internal Auditors
- Professionals seeking to master the process of an BCMS audit
- Individuals responsible for maintaining conformity to ISO 22301 requirements
- Technical experts seeking to prepare for the business continuity management system audit
- Expert advisors in business continuity management



PROVIDED MATERIALS

- The training module and case studies
- Examination
- Internal Auditor Certificate

2 days

Training Agenda

Topic

Day 1

Overview about ISO 22301

Audit planning & exercise

Audit check list & exercise

Auditing/Audit conduction

Audit evidence exercise

Audit findings

Day 2

Audit reporting & exercise

How to follow up an audit & exercise

Wrapping up day 1-2

Examination

CERTIFIED LEAD IMPLEMENTER ISO 22301 TRAINING

GENERAL INFORMATION



This Certified Lead Implementer ISO 22301:2019 training program is designed to equip participants with the knowledge and skills needed to implement and manage a Business Continuity Management System (BCMS) based on ISO 22301:2019 standards. The course covers principles, methods, and techniques for applying effective business continuity practices, emphasizing risk reduction and rapid operational recovery.



EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

1. Explain and undertake the role of an auditor to plan, conduct, report and follow up an BCMS audit in accordance with ISO 22301
2. Have the skills and knowledge needed to conduct internal audits against the requirements of the ISO 22301 and to report and follow-up the results
3. Interpret the requirements of ISO 22301 in the context of an BCMS audit



WHO SHOULD ATTEND

- Managers and consultants involved in business continuity
- Professionals seeking to master the implementation of an BCMS based on the requirements of ISO 22301
- Individuals responsible for maintaining compliance to ISO 22301 requirements in an organization
- Individuals interested to pursue a career in business continuity
- Consultants for Management System
- BCMS team members



PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Certificate of Attendance or Certificate of Success

4 days

Training Agenda

Topic

Day 1

Understanding ISO 22301: Scope, Context, and BCMS Standards
Key Principles of Business Continuity Management
Understanding Leadership Requirements and Top-Management
Commitment to BCMS
Establishing BCMS Policy

Day 2

Identifying and Analyzing Business Continuity Risks and Opportunities
Business Impact Analysis (BIA) Methods
Mitigation Strategies and Contingency Planning
Setting Business Continuity Objectives and Planning for Their
Achievement

Day 3

Developing Response and Recovery Plans
Building Operational Procedures for Preparedness and Emergency
Response
Training and Awareness in BCMS Implementation
Documentation and Document Control for BCMS

Day 4

Methods for Evaluating BCMS Performance
Establishing and Monitoring BCMS KPIs
Internal Auditing of BCMS
Management Review and Corrective Actions for Improvement
Actions for Continual Improvement within BCMS
EXAMINATION

CERTIFIED LEAD AUDITOR ISO 22301 TRAINING

GENERAL INFORMATION



This Certified Lead Auditor ISO 22301:2019 training program provides an in-depth understanding of the auditing process for a Business Continuity Management System (BCMS) according to ISO 22301:2019 standards. Participants will learn the necessary skills and techniques for conducting effective audits, including planning, execution, and reporting, with a focus on BCMS compliance, effectiveness, and improvement.



EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

1. Understand and Interpret ISO 22301 Requirements
2. Understand audit requirements and the skills needed to assess BCMS effectiveness in accordance with ISO 22301.
3. Understand an auditor's role to plan, lead and do an audit follow-up in accordance with ISO 19011
4. Learn how to lead an audit team
5. Interpret the requirements of ISO 22301 in the context of an BCMS audit
6. Have the skills and knowledge to conduct third party audits in accordance with the requirements of the ISO 22301:2019, to report and follow up the result



WHO SHOULD ATTEND

- Professionals seeking to master the process of an BCMS audit
- Individuals responsible for maintaining conformity to ISO 22301 requirements
- Business Continuity Managers and Coordinators
- Internal and External BCMS Auditors
- Risk and Compliance Officers
- IT and Information Security Managers
- BCMS Consultants



PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Certificate of Attendance or Certificate of Success

5 days

Training Agenda

Topic

Day 1

Course Introduction

Introduction to Information Security concepts and principles

Auditing requirements of various clauses of ISO/IEC 27001:2022

Clause 1 to 3 of ISO/IEC 27001:2022 – Scope, Normative Reference, Terms and Definitions

Clause 4 – Context of the Organization

Clause 5 – Leadership

Clause 6 – Planning

Introduction to audit requirements with consideration for ISO 19011

Audit principles

Day 2

Audit planning

Exercise – develop checklist and audit plan for stage 1 audit

Exercise – conducting stage 1 audit

Exercise – document review

Audit preparation, approach to process audit, control meetings, differentiate between documents and records, process & method for gathering objective evidence, typical role of top management in an audit and auditing top management commitment

Exercise – interview top management

Day 3

Exercise – audit planning

Conducting audit

Exercise – stage 2 audit

Managing audit review, data analytics, sampling, site inspection, audit trails

Exercise – audit evidence

5 days

Training Agenda

Topic

Day 4

Stage 2 audit: conducting audit interview and onsite observation

Exercise

Recording result

Exercise – Report writing

Closing meeting and completing audit

Day 5

Exercise – Evaluating the effectiveness of the corrective action

Exercise – Conducting closing meeting

Specimen paper and course review

Self-study

EXAMINATION

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