

ICOR COURSES

Implementing ISO 22301 Training Course and Certification Exam

This 3-day Implementing ISO 22301 course is designed to expose the participant to all aspects of a BCM programmeme and to be a solid "how to" guide for building a business continuity programme for all types of organisations.

Student activities are included throughout the course and are designed as knowledge checks to reinforce lesson materials and to provide attendees with hands-on activities that will enable them to become familiar with and apply these principles in their jobs.

Included in the course materials are case studies, multi-media, small group activities, games, and takeaways such as sample policies, a BIA/Risk Assessment tool, case study, Open for Business Toolkit, multi-media, templates that meet ISO 22301 requirements, and more. Also includes content from ISO 22313, 22317, 22318, 22320, 22398, and 31000.

KEY TOPICS

- ✓ Leadership & Governance
 - **The BCMS—Purpose & Value**
 - Leadership Commitment
 - The BCM Policy
 - Roles, Responsibilities, & Authorities
- ✓ Planning & Programme Management
 - Project Management
 - Setting the Scope & Objectives
 - Managing Change
 - Documentation
- √ The Business Impact Analysis
 - Purpose & Types
 - Methodology
 - Analysis
 - Reporting / Communicating
- √ The Risk Assessment
 - Purpose & Types
 - Methodology
 - Analysis
 - Reporting / Communication

- Determining & Documenting the Strategy
 - Protecting Prioritised Activities
 - Determining Resource Requirements
 - Documenting the Strategy
- √ Implementing the Procedures
 - **Documentation Requirements**
 - Incident Response Structure
 - Communication Procedures
 - Business Continuity & Recovery Procedures
- ✓ Checking the Procedures
 - Awareness Needs
 - Competency Requirements
 - Exercise Programme
- ✓ Performance Evaluation
 - BCM Programme Maintenance
 - Internal Audit & Self-Assessment
 - Management Review
 - Improvement

WHO SHOULD ATTEND

THOSE NEW OR CURRENT
PROFESSIONALS INTERESTED IN
EITHER DEVELOPING A CAREER IN BCM,
SEEKING CERTIFICATION, OR FOR THOSE
PROFESSIONALS RESPONSIBLE FOR
DEVELOPING A BCM PROGRAMMEME
FOR THEIR ORGANISATION.

CREDENTIALS



The ISO 22301 Lead Implementer certification exam is included in the course. Certificates of learning are issued upon completion of the exam for each competency area. Exams are a combination of multiple choice and short-answer problem solving. To earn the certification requires a score of 75% or higher in each competency area. 2.1 CEUs

UPON COMPLETION OF THIS COURSE, PARTICIPANTS WILL:

- Have a detailed understanding of the requirements of ISO 22301
- Have the knowledge to implement BCM in the context and framework of their own organisation in accordance with the requirements of ISO 22301