

# ISO 22301: Lead Implementer, Certification

Hands-on course of 5 days - 35h

Ref.: IML - Price 2024: CHF3 880 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Master the techniques and methods of implementing and managing a BCMS

Apply the requirements of ISO 22301 to an organization's specific context.

Assist an organization throughout the process

Case studies for optimal and effective preparation in order to take the certification exam at the end of the training.

## CERTIFICATION

Official PECB-accredited certification exam. 3 hours, open book.

## THE PROGRAMME

last updated: 05/2020

### 1) Introduction to Business Continuity Management System (BCMS) concepts

- Introduction to the management systems and the process approach.
- Presentation of the standards ISO 22301, ISO/PAS 22399, ISO 27031, BS 25999 and regulatory framework.
- Fundamental principles of Business Continuity.
- Preliminary analysis and determining the level of maturity of the existing BCMS based upon ISO 21827.
- Writing a business case and a project plan for the implementation of a BCMS.

### 2) Planning a BCMS based on ISO 22301

- Definition of the scope of a BCMS.
- Development of a BCMS and Business Continuity Policies.
- Business Impact Analysis (BIA) and Risk Assessment.

### 3) Implementing a BCMS based on ISO 22301

- Implementation of a document management framework.
- Design and implementation of Business Continuity processes and writing procedures.
- Development of a training & awareness program and communicating about the BCMS.
- Incident management and emergency management.
- Operations management of a BCMS.

### 4) Controlling, monitoring and measuring a BCMS, and the certification audit

- Monitoring BCMS processes.
- Development of metrics, performance indicators and dashboards.
- Internal audit and management review of a BCMS.
- Implementation of a continual improvement program.
- Preparing for an ISO 22301 certification audit.

### 5) ANSI Accredited Certification Exam

- Domain 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN BUSINESS CONTINUITY.
- Domain 2: BUSINESS CONTINUITY BEST PRACTICE BASED ON ISO 22301.
- Domain 3: PLANNING A BCMS BASED ON ISO 22301.
- Domain 4: IMPLEMENTING A BCMS BASED ON ISO 22301.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Domain 5: PERFORMANCE EVALUATION, MONITORING AND MEASUREMENT OF A BCMS BASED ON ISO 22301.
- Domain 6: CONTINUAL IMPROVEMENT OF A BCMS BASED ON ISO 22301.
- Domain 7: PREPARATION FOR A BCMS CERTIFICATION AUDIT.

## DATES

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### REMOTE CLASS

2024 : 03 Jun, 16 Sep, 25 Nov