

ISO 22301:2019

Lead Implementer

Certification Training



Course Highlights



32-Hour LIVE
Instructor-Led
Training



Practical
Approach of
Implementation



Highly Interactive
and Dynamic
Sessions



Exam Guidance
& Assessments



Authorized
Training Partner



Practice-based
Learning



Access to
Recorded
Sessions



Telegram Support
Group for Exam
Practice



Extended Post
Training **Support**

About Course

The Business Continuity Management System (BCMS) training course from InfosecTrain is designed to establish, supply, and sustain the controls and capabilities necessary to oversee an organization's ability to continue operations in the event of a significant disruption. Like other management system standards, the Plan-Do-Check-Act methodology forms the foundation of the international standard ISO 22301, which specifies the best practices for business continuity management systems. It covers the requirements for setting up and maintaining an efficient BCMS. Professionals can learn all they need to know about ISO 22301 by taking this Lead Implementer course. It would also enable the participants to successfully implement the criteria of the standard with a focus on improvement.



Course Objectives

After successful completion of this course you'll be able to:

- ✔ Plan and Implement BCMS.
- ✔ Understand the terminology and key elements of BCMS.
- ✔ Carry out performance evaluation, monitoring and measurement of a BCMS.
- ✔ Conduct Business Impact Assessment and Risk Assessment.
- ✔ Establish BC strategy and response procedures.
- ✔ Establish Exercising, Monitoring and Measurement for BCMS.
- ✔ Understand the Plan-Do-Check-Act (PDCA) approach.
- ✔ Maintain BCM (Business Continuity Management) and DR (Disaster Recovery) plan.
- ✔ Conduct Internal audits and Management Review.



Target Audience

The course is ideal for:

- ✔ Professionals dealing with the Business Continuity management system. The Business Continuity team (Consultants, Project Managers, organizational staff, etc).
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Pre-Requisites

A basic knowledge about ISO 22301:2019 standard is recommended.



Exam Details

Exam Pattern	Multiple-Choice, Brief Answers and Case Study
No. of Questions	40+
Exam Duration	90 minutes
Total Score	70
Passing Score	70%



Course Content

Session 1 Introduction & Course Overview

- ✓ Welcome, course objectives and overview
- ✓ Introduction to business continuity and ISO 22301, including its importance
- ✓ Key BCMS terminologies
- ✓ Overview of other standards and frameworks: ISO/PAS 22399, ISO 27031, BS 25999

Session 2 Organization Context, Scope & Policy

- ✓ Understanding the organization and its context (Clause 4)
- ✓ Defining BCMS scope with practical exercises
- ✓ Leadership and commitment (Clause 5)
- ✓ Defining BCMS policy (practical exercise)
- ✓ Business case and project justification

Session 3 BCMS Planning & Risk Assessment

- ✓ Introduction to BCMS risk assessment
- ✓ Defining BCMS objectives with practical exercises
- ✓ BCMS change management
- ✓ Brief maturity assessment of existing BCMS using ISO 21827

Session 4 BCMS Support & Documentation

- ✓ Understanding competence, awareness, and communication (Clause 7)
- ✓ Defining BCMS competencies and communication plan (practical exercise)
- ✓ Understanding documented information (Clause 7)
- ✓ Identifying mandatory BCMS documents (practical exercise)

Session 5 BCMS Implementation – Business Impact Analysis & Strategies

- ✓ Understanding business impact analysis (Clause 8)
- ✓ Conducting BIA using sample templates (practical exercise)
- ✓ Understanding business continuity strategies and solutions
- ✓ Introduction to metrics and key performance indicators for BCMS performance

Session 6 BCMS Implementation – Plans & Exercises

- ✓ Understanding business continuity plans and procedures
- ✓ Case study to develop a business continuity plan (practical exercise)
- ✓ Understanding business continuity exercise programs (Clause 8)
- ✓ Incident and emergency management overview

Session 7 Performance Evaluation & Internal Audit

- ✓ Monitoring, measurement, analysis, and evaluation (Clause 9)
- ✓ Conducting internal audits (practical exercise)
- ✓ Conducting management reviews
- ✓ Addressing improvements through nonconformities and corrective actions (Clause 10)

Session 8 BCMS Project Planning, Integration & Certification

- ✓ BCMS project planning and lead implementer responsibilities
- ✓ Integrating BCMS with other management systems
- ✓ Mock exam and certification guidance
- ✓ Final Q&A and wrap-up





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