

Day 1 : Introduction to ISO 22301 and initiation of a BCMS

- Course objectives and structure
- Standards and regulatory frameworks
- Business Continuity Management System (BCMS)
- Fundamental concepts and principles of Business Continuity Management Systems
- Initiating the implementation of a BCMS
- Understanding the organization
- Analysis of the existing management system
- BCMS scope

Day 2 : Plan the implementation of a BCMS

- Leadership and commitment
- BCMS policies
- Organizational structure
- Documentation management
- Competence and awareness
- Business Impact Analysis (BIA)
- Risk assessment

Day 3 : Implementation of a BCMS

- Business Continuity strategy
- Protection and mitigation measures
- Business Continuity plans and procedures
- Incident response plan
- Emergency response plan
- Crisis management plan
- IT Recovery plan
- Restoration plan
- Communication plan

Day 4 : BCMS monitoring, measurement, continuous improvement and preparation for a certification audit

- Test and exercises
- Measurement and monitoring of the BCMS
- Internal audit
- Management review
- Treatment of non-conformities
- Continual improvement
- Preparing for the certification audit
- Competence and evaluation of implementers
- Closing the training

Day 5 : Certification Exam