

BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS) ISO 22301:2019 - ADVANCED

“Mastering ISO 22301:2019 for Effective Business Continuity Planning and Resilience Management”

Schedule

Date	Venue	Fees (Face-to-Face)
01 - 05 Feb 2026	Doha, Qatar	USD 3495 per delegate

Introduction

Business continuity planning (BCP) is essential for ensuring that organizations can continue operating during and after a disruptive event. ISO 22301:2019, the international standard for Business Continuity Management Systems (BCMS), provides a framework to help organizations prepare for, respond to, and recover from potential disruptions.

This 5-day advanced course delves deep into ISO 22301:2019, providing participants with a comprehensive understanding of business continuity management systems. By the end of the course, participants will be equipped with the knowledge to develop, implement, and maintain an ISO 22301-compliant BCMS, ensuring organizational resilience in the face of crises. The course covers advanced techniques and best practices in risk assessment, impact analysis, and crisis management.

Objectives

By the end of this course, participants will be able to:

- Understand the core principles and requirements of ISO 22301:2019 for business continuity management
- Conduct business impact analysis (BIA) and risk assessments for continuity planning
- Design and implement a comprehensive Business Continuity Management System (BCMS) based on ISO 22301:2019
- Develop and test business continuity plans (BCP) and response strategies
- Ensure compliance with ISO 22301:2019 standards and monitor the effectiveness of the BCMS
- Manage crisis and recovery operations, including communications and stakeholder management during disruptions

Why Attend

- Gain an in-depth understanding of ISO 22301:2019 and its application to business continuity management
- Learn how to implement a BCMS that ensures your organization's operational resilience
- Understand the process of risk identification, business impact analysis, and developing recovery strategies
- Build your expertise in handling business disruptions and developing actionable response plans
- Enhance your organization's ability to recover from disruptions and continue business operations with minimal impact

Target Audience

This program is designed for:

- Business continuity managers and professionals responsible for BCP implementation
- Risk managers and crisis management teams
- Senior executives, including CEOs and COOs, responsible for organizational resilience
- Auditors and consultants who wish to gain an advanced understanding of BCMS and ISO 22301
- Professionals looking to improve their knowledge of ISO 22301:2019 and business continuity best practices

Individual Benefits

Key competencies that will be developed include:

- Mastery of the ISO 22301:2019 standard and its role in business continuity
- The ability to conduct risk assessments and business impact analysis
- Skills to develop, implement, and monitor effective business continuity and recovery plans
- Enhanced crisis management skills, including effective stakeholder communication and response planning
- A deep understanding of the legal, financial, and operational implications of business disruptions

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- A more robust and effective business continuity management system aligned with ISO 22301
- Enhanced organizational resilience and preparedness for disruptive events
- Improved compliance with industry standards and regulations related to business continuity
- Stronger ability to respond to and recover from crises, minimizing operational disruptions
- Increased stakeholder confidence in the organization's ability to maintain operations during emergencies

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Deep dive into ISO 22301:2019, business continuity management principles, and BCMS frameworks
- Case Studies - Real-world examples of successful BCMS implementation and crisis response
- Workshops - Hands-on exercises to create business continuity plans, risk assessments, and recovery strategies
- Peer Exchange - Group discussions on challenges and lessons learned in business continuity
- Tools - Templates for BIA, risk assessments, business continuity plans, and crisis communication

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to ISO 22301:2019 and Business Continuity Planning

- **Module 1: Overview of ISO 22301:2019** (07:30 – 09:30)
 - Introduction to ISO 22301:2019 and its importance in business continuity management
 - Key principles and requirements of ISO 22301:2019
 - Overview of the BCMS lifecycle and its role in organizational resilience
- **Module 2: Risk Assessment and Business Impact Analysis (BIA)** (09:45 – 11:15)
 - Conducting a risk assessment for identifying potential disruptions
 - Business Impact Analysis (BIA) and its importance in continuity planning
 - Defining and evaluating critical business functions and dependencies
 - Setting Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO)
- **Module 3: Developing a Business Continuity Plan (BCP)** (11:30 – 01:00)
 - Core components of a Business Continuity Plan
 - Aligning the BCP with organizational objectives and risk management strategies
 - Identifying key resources, personnel, and recovery strategies for business functions
- **Module 4: Workshop – Conducting Risk Assessments and BIA** (02:00 – 03:30)
 - Hands-on session: Participants conduct a risk assessment and BIA for a sample organization
 - Group discussions on prioritizing critical business functions and risk mitigation strategies

Day 2: Crisis Management, Emergency Response, and Recovery Strategies

- **Module 5: Crisis Management and Emergency Response** (07:30 – 09:30)
 - Defining crisis management and its role in business continuity
 - Developing an emergency response plan and establishing incident management teams
 - Crisis leadership: roles, responsibilities, and decision-making under pressure
 - Crisis communication strategies for internal and external stakeholders
- **Module 6: Recovery Strategies and Continuity Procedures** (09:45 – 11:15)
 - Developing recovery strategies for operations, technology, and facilities
 - Strategies for maintaining critical business functions during a disruption
 - Integrating IT disaster recovery planning and business continuity procedures
- **Module 7: Integrating BCMS with Organizational Strategy** (11:30 – 01:00)
 - Aligning business continuity plans with organizational goals and strategic objectives
 - Ensuring management buy-in for BCMS and aligning resources for continuity planning
 - Embedding business continuity into the organizational culture
- **Module 8: Workshop – Crisis Management and Developing Recovery Strategies** (02:00 – 03:30)
 - Participants work in groups to develop a crisis management plan and recovery strategy for a sample organization
 - Group presentations and feedback from the instructor

Day 3: Implementing, Monitoring, and Auditing BCMS Compliance

- **Module 9: Implementing the BCMS Framework** (07:30 – 09:30)
 - Steps for implementing ISO 22301:2019 in your organization
 - Building the BCMS framework: roles, responsibilities, and resources
 - Developing the documentation and procedures for BCMS implementation
 -

Resource management for business continuity (personnel, technology, and materials)

• **Module 10: BCMS Monitoring and Performance Metrics** (09:45 – 11:15)

- Key performance indicators (KPIs) for monitoring BCMS effectiveness
- Tools for continuous monitoring and feedback collection
- Evaluating the performance of the BCMS through audits and performance reviews

• **Module 11: Auditing BCMS and Ensuring Compliance** (11:30 – 01:00)

- Conducting internal audits of the BCMS to ensure compliance with ISO 22301:2019
- Auditing practices for BCMS effectiveness and identifying areas for improvement
- Documenting audit results and reporting on compliance and non-compliance issues

• **Module 12: Workshop – BCMS Monitoring and Auditing** (02:00 – 03:30)

- Hands-on workshop where participants audit a sample BCMS and assess its compliance with ISO 22301:2019
- Group discussion on improvements and recommendations

Day 4: Testing, Drills, and Maintenance of BCMS

• **Module 13: Testing and Exercising the BCMS** (07:30 – 09:30)

- Importance of testing the BCMS through drills, tabletop exercises, and simulations
- Developing effective testing plans and testing scenarios for various business disruptions
- Evaluating response times, recovery capabilities, and effectiveness during exercises

• **Module 14: Maintaining the BCMS and Continuous Improvement** (09:45 – 11:15)

- Maintaining the BCMS through regular updates, reviews, and revisions
- Incorporating lessons learned from drills and real events into the BCMS
- Continuous improvement strategies for BCMS, including feedback loops and performance evaluations

• **Module 15: Legal, Regulatory, and Compliance Considerations** (11:30 – 01:00)

- Overview of legal and regulatory requirements related to business continuity
- Ensuring compliance with industry-specific standards and regulations
- Addressing liability, insurance, and legal responsibilities during disruptions

• **Module 16: Workshop – Developing BCMS Testing and Maintenance Plans** (02:00 – 03:30)

- Participants work in groups to develop a BCMS testing plan and maintenance strategy
- Group presentations on their BCMS testing strategies and recommendations

Day 5: Final Review, Crisis Communication, and Exam Preparation

• **Module 17: Communication Strategies During a Crisis** (07:30 – 09:30)

- Developing a crisis communication plan to manage internal and external communication
- Best practices for managing communication during a disruption, including media handling
- Engaging stakeholders, employees, and customers during a crisis

• **Module 18: Managing the BCMS Post-Disaster and Recovery Phase** (09:45 – 11:15)

- Post-disaster recovery: Evaluating the effectiveness of the BCMS during a crisis
- Managing the recovery process and returning to normal operations
- Strategies for improving business continuity practices after an incident

• **Module 19: Preparing for the ISO 22301:2019 Certification Exam** (11:30 – 01:00)

- Understanding the certification process for ISO 22301:2019
- Exam preparation tips and study strategies
- Key concepts to focus on for the ISO 22301 certification exam

• **Module 20: Final Workshop and Exam Simulation** (02:00 – 03:30)

- Participants complete a mock exam to simulate the ISO 22301:2019 certification exam

Review of answers and instructor-led feedback session on exam strategies

Certification

Participants will receive a **Certificate of Completion in Business Continuity Management System (BCMS) ISO 22301:2019 - Advanced** , validating their expertise in ISO 22301:2019 standards and business continuity management practices.

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