

MASTERING ISO 22301:2019 FOR EFFECTIVE BUSINESS CONTINUITY PLANNING AND RESILIENCE MANAGEMENT

“Enhancing Organizational Resilience and Business Continuity through ISO 22301:2019”

Schedule

Date	Venue	Fees (Face-to-Face)
02 – 06 Feb 2025	Doha, Qatar	USD 3495 per delegate

Introduction

Mastering ISO 22301:2019 equips professionals with the skills and knowledge needed to implement effective business continuity planning (BCP) and resilience management strategies within their organizations. This comprehensive 5-day course covers the ISO 22301:2019 standards, ensuring that participants understand how to develop and sustain a robust business continuity management system (BCMS).

Through a series of interactive sessions, case studies, and practical workshops, attendees will gain hands-on experience in applying business continuity strategies, conducting risk assessments, and developing crisis management plans. This course is vital for any organization looking to enhance its resilience and ensure the continuous operation of critical business functions in times of disruption.

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.
- Develop, implement, and maintain an effective BCMS tailored to organizational needs.
- Conduct thorough risk assessments and business impact analyses (BIA).
- Design and test business continuity and disaster recovery plans.
- Create strategies to mitigate risks and manage crises efficiently.

Why Attend

- Enhance your organization's ability to continue operations during a crisis or disruption.
- Gain practical, hands-on skills to implement ISO 22301:2019 standards.
- Learn from real-world case studies and industry experts.
- Build a strong network with professionals in the field of business continuity and risk management.
- Develop key competencies to handle crisis management and recovery effectively.

Target Audience

This program is designed for:

- Business continuity managers and professionals responsible for BCP implementation.
- Risk management professionals and consultants.
- ISO practitioners and auditors.
- Disaster recovery specialists and crisis management teams.
- Senior management involved in business continuity planning and organizational resilience.

Individual Benefits

Key competencies that will be developed include:

- Understanding ISO 22301:2019 standards and their application to business continuity.
- Expertise in risk assessment, business impact analysis, and continuity planning.
- Ability to create actionable crisis response strategies and recovery plans.
- Enhanced decision-making skills for managing business disruptions.
- Confidence in leading or contributing to business continuity projects.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- The ability to design and implement an ISO-compliant BCMS.
- Improved resilience and the ability to respond to and recover from disruptions.
- Enhanced crisis management capabilities across departments.
- A culture of continuous improvement in business continuity practices.
- An effective, organization-wide approach to risk mitigation and disaster recovery.

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.

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: Understanding Business Continuity Management (09:30 – 11:30)

- What is Business Continuity Management (BCM)?
- The role of BCM in organizations.
- The link between ISO 22301:2019 and other BCM frameworks.

Day 2: Risk Assessment and Business Impact Analysis (BIA) Module 3: Conducting Risk Assessments (07:30 – 09:30)

- Key concepts in risk management and assessment.
- Methods for identifying risks and their impacts.
- Developing risk assessment matrices and prioritizing risks.

Module 4: Business Impact Analysis (BIA) (09:30 – 11:30)

- Conducting a BIA and identifying critical business functions.
- Understanding the financial, operational, and reputational impact of disruptions.
- Developing recovery priorities and strategies.

Day 3: Developing Continuity Plans Module 5: Business Continuity Planning (07:30 – 09:30)

- Creating effective business continuity plans.
- Elements of a continuity plan: objectives, strategies, and procedures.
- Implementing plans within the organization.

Module 6: Crisis Management and Communication Plans (09:30 – 11:30)

- Developing crisis communication strategies.
- Ensuring communication during and after a disruption.
- Crisis management structure and roles within an organization.

Day 4: Testing, Monitoring, and Improving BCMS Module 7: Testing and Exercising BCMS (07:30 – 09:30)

- The importance of testing continuity plans.
- Types of tests: table-top exercises, full-scale simulations.
- Analyzing results and refining the BCMS.

Module 8: Continuous Improvement (09:30 – 11:30)

- How to monitor BCMS performance and effectiveness.
- Methods for evaluating and improving business continuity.
- Conducting post-crisis reviews and audits.

Day 5: ISO 22301:2019 Certification and Next Steps Module 9: Preparing for ISO 22301:2019 Certification (07:30 - 09:30)

- The certification process and requirements.
- Understanding audits and the role of auditors in ISO 22301:2019.
- Creating a certification roadmap for your organization.

Module 10: Next Steps and Conclusion (09:30 - 11:30)

- Implementing the learned strategies back in the workplace.
- Key takeaways and next steps for continuing professional development.
- Final Q&A and course review.

Certification

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

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