

# BUSINESS CONTINUITY 22301 LEAD IMPLEMENTER

**ESTABLISH, IMPLEMENT,  
MAINTAIN AND IMPROVE AN  
BUSINESS CONTINUITY  
MANAGEMENT SYSTEM, BASED ON  
ISO 22301**

**PRACTICAL COURSE WITH STEP-BY-STEP  
IMPLEMENTATION METHODOLOGY OF AN  
BUSINESS CONTINUITY MANAGEMENT  
SYSTEM (BCMS)**





The course based on the ISO 22301 international standard. Supported by a real-world adapted case-study, the course challenges the students to implement a Business Continuity Management System (BCMS) based on the requirements and best practices defined by the ISO 22300 family of standards and supported by a customized methodology, proposed by BEHAVIOUR, created by experts on business continuity and on ISO and other related well known best practices on the business continuity, information security and IT fields.

- Business Continuity, Information Security and/or IT Consultants, Auditors, Managers or Risk Professionals participating on an BCMS implementation based on ISO 22301
- Any Executive or Senior Manager responsible to ensure the alignment and delivery of value using an BCMS based on ISO 22301 and maintain a Business Continuity Program on their organization
- Experts responsible for the Business Continuity/IT Governance on the organization
- Project managers leading or preparing to lead an ISO 22301 implementation program
- Any professional, either, IT, information security, business continuity, business or any other, involved on the establishment, implementation, operations and/or continual improvement of a Business Continuity Management System (BCMS) based on ISO 22301
- Anyone who wants to acquire the knowledge needed to implement an ISO 22301 BCMS

## TRAINING METHODOLOGY

This course is based on theoretical, and practical sessions supported by a real-world adapted case-study.

The course includes hands-on practical and theoretical exercises to:

- better prepare the students for the real-world challenges,
- to prepare and increase the likelihood of success on the certification exam, and
- train and prepare professionals for leading the BCMS implementation and achieve ISO 22301 certification.





## WHAT WILL YOU LEARN?

- Understand the fundamental business continuity concepts, and the main of ISO 22301
- Get to know and understand the correlation of the ISO 22300 family standards, including ISO 22301, ISO 22313, and related ISO and other best practices, legislation, and regulation
- Establish, implement, maintain, and continually improve a Business Continuity Management System (BCMS), in accordance with the requirements of the ISO 22301 International Standard
- Understand and know how to implement and operate an BCMS in the context of an organization, including the required processes, plans, techniques, and tools
- Assess and treat risks and opportunities related with the outcomes of the BCMS to successfully achieve the business continuity objectives and respond to the organization objectives
- Identify, draft, and implement the required business continuity requirements based on the ISO 22313 best practices
- Assess business continuity risk scenarios and analyze the impact on the organization related to the disruption of critical activities
- Identify appropriate strategies and solutions and draft Business Continuity Plans to ensure the appropriate response of the organization related with the several risk scenarios and the business continuity recovery objectives
- Implement and maintain a program of exercising and testing, consistent with the organization business continuity objectives and based on appropriate scenarios, to validate over time the effectiveness of the business continuity strategies and solutions
- Identify, draft, and continuously evaluate the BCMS required documented information, including templates for policies, processes, procedures, plans, among others required
- Understand and implement the performance evaluation requirements, including the approaches for monitoring and measure the BCMS, the internal audit program, and the management review
- Identify and respond to the BCMS continual improvement requirements based on the continual changes in the context of an organization, ensuring the continuous availability of the required capabilities and related alignment with the business requirements
- Advise an organization on the latest business continuity best practices in support to the business continuity and business objectives
- Lead the organization to the achievement of the ISO 22301 certification
- Acquire the required knowledge to succeed in the “BEHAVIOUR Certified Business Continuity 22301 Lead Implementer” exam and achieve a personnel certification

## 1. Introduction to Business Continuity, the ISO 22301 standard and, related best practices

- o Course introduction
- o Business continuity standards and compliance requirements
- o Business continuity fundamentals
- o Presentation and overview of the BCMS requirements
- o Preparing for BCMS implementation – approach and methodology
- o Understanding of the organization drivers and establishing the business continuity context
- o Drafting the BCMS scope
- o Assessing the current and target state for the BCMS gap analysis

## 2. Establish (Plan) an BCMS based on ISO 22301

- o Leadership and commitment for the BCMS Business Continuity Program establishment
- o Drafting the Business Continuity Policy
- o Establish the BCMS organizational structures (roles, responsibilities, and authorities)
- o Assessment and treatment of BCMS risks and opportunities
- o Establishing and planning the Business continuity objectives and planning changes to the BCMS
- o Determine and provide support to establish and operate the BCMS (resources, competence, awareness, internal and external communication, documented information)
- o Drafting the documented information management process
- o Required BCMS documented information and templates for the BCMS implementation and operation (Policies, Processes, Procedures, Plans, among others)

## 3. Implement and Operate (Do) an BCMS based on ISO 22301

- o Best practices for drafting and implementing business continuity processes based on ISO 22313 and related ISO and other business continuity best practices
- o Drafting the business impact analysis and the process for assessment of disruptive risk scenarios
- o Identify and select business continuity strategies and solutions
- o Draft and implement business continuity plans and procedures
- o Business continuity team plans (e.g., incident and communications management, continuity of product/service, emergency response, business unit recovery, technology recovery, facilities recovery, among others)
- o Business continuity specific plans (e.g., pandemic and epidemic, cyber-attack, among others)
- o Building a crisis management capability and developing the crisis management plan
- o Exercises and testing program
- o Transitioning the BCMS to operations

## 4. Monitor and Review (Check) and, Maintain and Improve (Act) an BCMS based on ISO 22301; Advance for the ISO 22301 Certification Audit

- o Monitoring, measurement, analysis, and evaluation
- o Internal audit program
- o Management review
- o Managing findings, including nonconformities, and apply corrective actions
- o Continual improvement process
- o Advance for the ISO 22301 certification audit
- o Personnel certification and closing the training

## 5. Certified Business Continuity 22301 Lead Implementer Exam

The *Certified Business Continuity 22301 Lead Implementer* exam covers the following competence domains:

## Domain 1

Business continuity fundamentals and ISO 22301 requirements

## Domain 2

Establish (Plan) an BCMS based on ISO 22301

## Domain 3

Implement and Operate (Do) an BCMS based on ISO 22301

## Domain 4

Monitor and Review (Check) an BCMS based on ISO 22301

## Domain 5

Maintain and Improve (Act) an BCMS based on ISO 22301

## Domain 6

Advance for the ISO 22301 Certification Audit

After successfully completing the certification exam, and signing the agreement/code of ethics, you may apply for one of the credentials, depending on your professional experience:

**Certified Business Continuity  
22301 Associate Implementer**  
não é necessária experiência anterior

**Certified Business Continuity  
22301 Implementer**  
2 anos de experiência em Segurança da Informação

**Certified Business Continuity  
22301 Lead Implementer**  
5 anos de experiência em Segurança da informação

The certification diploma will be issued to candidates who successfully complete the exam and who meet all requirements related to the chosen certification.



## INSCREVA-SE PARTICIPE

REGISTER AND PARTICIPATE

Consulte online as próximas datas em  
See online the next public dates

<https://behaviour-group.com/PT/curso-business-continuity-22301-lead-implementer/>