



## Understanding ISO 22301 Business Continuity

Find out why and how to maintain business continuity in the face of unexpected disruption by implementing a management system based on ISO 22301.

Business interruptions can happen at any time and often without warning. These can range from extreme weather conditions preventing staff from arriving at work, through industrial action, sudden loss of key suppliers, to IT failures and beyond.

ISO 22301:2019 is designed to help businesses prepare, protect and respond to these business interruptions.

The standard is applicable to businesses of any size and sector, and implementing ISO 22301 demonstrates to stakeholders that a business is prepared for the unexpected and that its business continuity plans are fit for purpose.

This 1-day Understanding ISO 22301 training course will provide delegates with an overview of business continuity management and the requirements of the standard.

### COURSE DURATION

1 day

### CPD

Equivalent to 7 hours

### COURSE PRICE

From £625 + VAT

### DATES & VENUES

[View dates & venues](#)

### CERTIFICATES

All delegates will receive a certificate on completion.

## Who should attend?

The course is suitable for anyone who has little or no knowledge of business continuity management or ISO 22301, including:

- those seeking to implement ISO 22301 who need to understand the requirements of this international standard
- auditors, business continuity and risk management personnel
- quality, environmental, H&S, and information security personnel wishing to extend their knowledge to business continuity management

## Key topics

Topics covered on the course include:

- ISO 22301 requirements and clauses
- benefits of effective business continuity management
- Plan-Do-Check-Act (PDCA) cycle
- business continuity management lifecycle
- risk assessment
- resource requirements
- business impact analysis
- business continuity plans
- recovering from a significant business interruption
- Annex SL, the high-level management system structure that ISO 22301 is based upon
- BCMS continual improvement
- ISO 22301 certification process

## Skills gained

On completion delegates will:

- be able to discuss the benefits of having a robust business continuity capability
- understand the requirements of ISO 22301
- understand what a business continuity plan might look like
- have an appreciation of the steps required to implement a business continuity management system
- be able to contribute to improved effectiveness of an existing business continuity management system
- contribute to the development of a new business continuity management system



All delegates who attend the full day will receive a certificate of completion.

## Course agenda

Our training courses are designed to optimise the learning experience for delegates both in face-to-face settings and in our Virtual Classroom.

This typical course agenda demonstrates the breadth of the topics and the opportunities for practical group work that can help to reinforce learning over the day. .

Through the course we will cover:

- Welcome and Introductions
- Section 1 Course introduction
- Section 2 Introduction to business continuity
- Exercise Risks in your business for continuity breakdown
- Section 3 Approaches to managing business continuity
- Section 4 What is a management system?
- Section 5 Introduction to ISO 22301 and its structure
- Exercise Problems highlighted by audits
- Section 6 Potential benefits of implementing ISO 22301
- Section 7 Stakeholders in implement ISO 22301 and the values of ISO 31000 – risk management
- Section 8 ISO 22301 clause 4
- Section 9 ISO 22301 clause 5 (role and responsibilities of leaders)
- Section 10 ISO 22301 clause 6 (planning)
- Exercise Creating an organisational introduction to business continuity
- Section 11 ISO 22301 clause 7 (support)
- Section 12 ISO 22301 clause 8 (operational control)

- Section 13 ISO 22301 clause 9 (performance evaluation)
- Section 14 ISO 22301 clause 10 (improvement)
- Exercise Case studies
- Section 15 Benefits of a formal business continuity system
- Section 16 Planning the implementation of a BCMS
- Section 17 Building a document control system
- Section 18 Management system auditing requirements

## In-company training

Ideal for groups, you can receive this course exclusively for your organisation at your premises or online in our user-friendly Virtual Classroom.

Enjoy cost-effective flexibility and personalised learning with tailored messaging designed to address your unique business challenges. [Contact us for a quote.](#)

Set a solid understanding on the way forward to gaining ISO 22301.

**Dovecote Park Ltd**

Very practical approach to all of the subject; very good trainer with an engaging and inclusive manner. Everyone seems to have valued it. This course will be very helpful both in gaining ISO certification and in improving our BC management system.

**Polyco Healthline**

The tutor was able to clearly outline best practice and I could see easily areas of improvement within my organisation. I didn't think this would be quite so clear to me whilst doing the course which was positive.

**UK Hydrographic Office**

[Read our other recent course reviews](#)

## Why train with Bywater?

Bywater is the leading independent provider of professional management systems training in the UK.

Our expert training offers practical understanding of how to realise the benefits and assess the success of implementing and operating successful management systems.

Bywater delegates know they can rely on proven training delivered by experts at times and locations to suit their needs.

**40 years** established

**100+** course titles

**15** UK locations

**1000+** courses annually

 Global Virtual Classroom

CQI & IRCA, ISEP, RSS and IOSH approved training provider.



**VIEW DATES & VENUES**

## Booking is easy

Simply select a course date and venue and fill in the online form. View our full range of courses at [www.bywater.co.uk](http://www.bywater.co.uk)

If you have any questions please call us on 0333 123 9001, use our online chat or email [contact@bywater.co.uk](mailto:contact@bywater.co.uk)

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