



Business Continuity, Auditing Plans using ISO22301

Best Practice Implementation and Auditing of a Business Continuity Plan

► Upcoming Sessions

12-16 Aug 2024	Dubai - UAE	\$5,950
13-17 Jan 2025	London - UK	\$5,950
21-25 Apr 2025	Dubai - UAE	\$5,950
11-15 Aug 2025	Dubai - UAE	\$5,950

► Training Details

Training Course Overview

How can you ensure that your organization maintains optimal operation even in the face of unforeseen or unprecedented circumstances?

Business Continuity Planning (BCP) is paramount for sustaining operations amidst known or unexpected hazards. The international standard ISO 22301 for business continuity management outlines requirements for planning, implementing, monitoring, reviewing, maintaining, and continually enhancing a management system to safeguard against, mitigate the likelihood of, prepare for, respond to, and recover from disruptive incidents as they occur. Implementing such a Business Continuity Management System involves establishing plans for auditing your management system to ensure its effectiveness and reliability when needed.

Our esteemed Anderson training course is designed to assist you in developing your approach for implementing and auditing a Business Continuity Plan, equipping you with the knowledge and tools needed to navigate these critical processes effectively.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Appreciate the need for, dangers and best practices associated with Business Continuity Management
- Understand the requirements contained within ISO 22301
- Appreciate the relationship between ISO 22301 and other standards
- Support the implementation of an effective Business Continuity Management System
- Identify key stakeholders and understand how to gain their support and input
- Develop Business Continuity Auditing Plans
- Apply ISO 22301 requirements to auditing a Business Continuity Management System
- Champion Business Continuity Management at all levels of the organisation

Designed For

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- ▶ Business Continuity & Risk Managers
- ▶ Team leaders, supervisors, section heads and managers
- ▶ Internal Auditors
- ▶ Compliance Managers
- ▶ Project, purchasing, finance & production managers
- ▶ Technical professionals including those in Maintenance, Engineering & Operations
- ▶ Planners
- ▶ Board of Directors

▶ Training Details

Day One: Business Continuity Management

- ▶ Principles of Business Continuity Management
- ▶ The Case for Business Continuity Management
- ▶ The relationship between BCMS and the compliance with the other Risk Management requirements
- ▶ Business Continuity Management Systems (BCMS)
- ▶ Identifying key stakeholders and gaining their support and input
- ▶ Delegates' organizational evaluation

Day Two: ISO 22301

- ▶ Implementation of an effective BCMS
- ▶ Understanding the requirements in ISO 22301
- ▶ The relationship between ISO 22301 and other standards
- ▶ Implementation of a BCMS in accordance with ISO 22301 & ISO/IEC 27031
- ▶ Business Impact Analysis (BIA) and Risk Assessment
- ▶ Organizational review

Day Three: Audit Planning

- ▶ Approaches to management systems auditing
- ▶ Types of systems audits & the role of the internal auditor
- ▶ Audit planning & execution
- ▶ Use of checklists
- ▶ Opening & closing meetings
- ▶ Special features in BCMS auditing

Day Four: Auditing

- ▶ Audit questions and questioning
- ▶ Non-Conformity Reporting
- ▶ Audit reporting
- ▶ Closing out nonconformities
- ▶ Adding additional value
- ▶ Role play exercises

Day Five: Practical Considerations

- ▶ Defining priorities & proportionality to risk
- ▶ Identifying training needs
- ▶ Avoiding common issues
- ▶ Do's & Do Not's
- ▶ The Next Steps

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: [+971 4 365 8363](tel:+97143658363)

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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