



Business Continuity, Auditing Plans using ISO22301

Best Practice Implementation and Auditing of a Business Continuity Plan

► Upcoming Sessions

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|----------------|-------------|---------|
| 22-26 Apr 2024 | Dubai - UAE | \$5,950 |
| 12-16 Aug 2024 | Dubai - UAE | \$5,950 |
| 13-17 Jan 2025 | London - UK | \$5,950 |

► Training Details

Training Course Overview

How should you ensure that your organization continues to operate as effectively and efficiently as possible under unforeseen or unprecedented circumstances?

Business Continuity Planning is essential to ensure that your operations continue despite the occurrence of currently foreseen or unforeseen hazards. The international standard for business continuity management ISO 22301 specifies requirements to plan, implement, monitor, review, maintain and continually improve a management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. Part of implementing such a Business Continuity Management System is putting in place plans for auditing your management system to ensure that it is effective, that it will work when we need it.

This popular Anderson training course will support you to develop your approach for implementing and auditing a Business Continuity Plan.

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

Email: info@anderson.ae

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

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