ISO 22301 Lead Implementer for BCMS Training Course



21 - 25 Dec 2026

Cape town

4600 € (Per Person)

Ref: #ISO9052_278616

Course Introduction / Overview:

This intensive training course provides a comprehensive framework for implementing and managing a Business Continuity Management System (BCMS) based on the ISO 22301 standard. In today's unpredictable environment, organizational resilience is not just an advantage but a necessity for survival and growth. This program is meticulously designed to equip participants with the knowledge and skills to lead a BCMS project from inception to certification. We will delve deep into the principles of business continuity, exploring concepts championed by experts like Andrew Hiles in his seminal work, "Business Continuity Management: Global Best Practices". Participants will learn to navigate the complexities of risk assessment, business impact analysis (BIA), and the development of robust business continuity plans (BCPs). At BIG BEN Training Center, we focus on practical application, ensuring that you can translate theoretical knowledge into actionable strategies that protect your organization against disruptions, minimize downtime, and safeguard its reputation. This course will empower you to establish a culture of resilience, ensuring your organization can withstand and recover from any incident, thereby maintaining stakeholder confidence and operational integrity.

Target Audience / This training course is suitable for:

- Managers or consultants responsible for business continuity management.
- Expert advisors seeking to master the BCMS implementation process.
- Individuals responsible for maintaining conformity with BCMS requirements.
- BCMS team members and project managers.
- Information Security and IT managers.
- Risk, compliance, and internal audit professionals.
- Operations managers and quality managers.

Target Sectors and Industries:

- Financial Services and Banking.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceutical Industries.
- Manufacturing and Supply Chain Logistics.
- Energy and Utilities Sector.
- Governmental and Public Sector Agencies.
- Retail and E-commerce.
- Transportation and Aviation.

Target Organizations Departments:

- Risk Management and Compliance Departments.
- Information Technology and Security Operations.
- Operations and Production Departments.
- Internal Audit and Quality Assurance.
- Human Resources and Administration.
- Facilities and Physical Security Management.
- Legal and Corporate Governance.
- Procurement and Supply Chain Management.

Course Offerings:

By the end of this course, the participants will have able to:

- Interpret the requirements of ISO 22301 in the context of a specific organization.
- Develop a comprehensive project plan for implementing a BCMS.
- Conduct a thorough business impact analysis (BIA) and risk assessment.
- Define the scope and policy for a Business Continuity Management System.
- Develop and document effective business continuity plans and procedures.
- Establish strategies for incident response and crisis communication.
- Plan and execute BCMS exercises and tests to validate plans.
- Lead a team in implementing and operating a BCMS.
- Monitor, measure, and review the performance of the BCMS.
- Manage a BCMS internal audit program.
- Drive continual improvement within the business continuity framework.
- Prepare an organization for a successful ISO 22301 certification audit.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring participants gain tangible skills. This course moves beyond traditional lectures by integrating a balanced mix of presentations, real-world case studies, and guided group exercises. Participants will work collaboratively on simulated BCMS implementation projects, allowing them to apply concepts like business impact analysis and risk assessment in a controlled environment. Interactive workshops and role-playing scenarios will be used to develop skills in crisis communication, incident response, and stakeholder management. Our expert instructors facilitate discussions, encouraging participants to share their own professional experiences and challenges, which enriches the learning for everyone. Continuous feedback is provided throughout the sessions to reinforce learning and address individual questions. The program emphasizes a hands-on approach, providing templates and tools that participants can adapt and use within their own organizations. This immersive learning experience ensures that attendees leave not just with knowledge of the ISO 22301 standard, but with the confidence and competence to lead its implementation effectively.

Course Agenda (Course Units):

Unit One: Introduction to Business Continuity Management and ISO 22301

- Fundamentals of Business Continuity Management.
- Overview of the ISO 22301 standard, its structure, and objectives.
- Understanding the key terms and definitions used in the standard.
- The business case for implementing a BCMS and securing management buy-in.
- The relationship between ISO 22301 and other management systems.
- Initiating the BCMS implementation project.
- Developing a project plan and defining roles and responsibilities.

Unit Two: Planning the BCMS based on ISO 22301

- Understanding the organization and its context (Clause 4).
- Defining the scope and boundaries of the BCMS.
- Demonstrating leadership and commitment (Clause 5).
- Establishing the Business Continuity Policy.
- Planning actions to address risks and opportunities (Clause 6).
- Conducting a comprehensive Business Impact Analysis (BIA).
- Performing a thorough risk assessment for business continuity.

Unit Three: Implementing and Operating the BCMS

- Resource management for the BCMS (Clause 7).
- Ensuring competence, awareness, and effective communication.
- Managing documented information for the BCMS.
- Operational planning and control (Clause 8).
- Developing business continuity strategies and solutions.
- Establishing and implementing business continuity procedures (BCPs).
- Planning and conducting business continuity exercises and testing.

Unit Four: BCMS Monitoring, Measurement, and Continual Improvement

- Performance evaluation and monitoring of the BCMS (Clause 9).
- Techniques for monitoring, measurement, analysis, and evaluation.
- Conducting an effective internal audit of the BCMS.
- The management review process and its inputs and outputs.
- Understanding nonconformity and corrective action (Clause 10).
- Strategies for continual improvement of the BCMS.
- Documenting and reporting on BCMS performance.

Unit Five: Leading the BCMS Implementation and Preparing for Certification

- The role of the lead implementer in driving the project.
- Managing stakeholder expectations and communication.
- Change management principles for a successful BCMS implementation.
- Preparing for the external ISO 22301 certification audit.
- Managing the certification audit process with the external body.
- Post-certification activities and maintaining the BCMS.
- Course review, recap, and open Q&A session.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

What unique qualities does this course offer compared to other courses?

Beyond compliance, how can a robust BCMS be leveraged as a strategic asset to create a competitive advantage in an increasingly volatile global market?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing intensely on the practical role of a lead implementer, moving beyond mere theoretical compliance with the ISO 22301 standard. While other courses may concentrate on the clauses of the standard, our curriculum is built around the real-world challenges of project management, stakeholder engagement, and fostering a culture of resilience. We utilize a case-study-driven approach, presenting scenarios from diverse industries to ensure participants can apply their learning to any organizational context. The program emphasizes the development of leadership and communication skills essential for guiding a team, securing management commitment, and navigating the complexities of a BCMS implementation. Rather than just teaching what to do, we focus on how to do it effectively, providing actionable insights and implementation tools. The course structure is designed to build competence progressively, from understanding the fundamentals in Unit One to mastering audit preparation and continual improvement in Unit Five. This holistic, hands-on approach ensures participants leave not just as experts in ISO 22301, but as confident leaders capable of building true organizational resilience.