Haward Technology Middle East

Course Title
ISO 22301 Business Continuity Management System Transition

Course Date/Venue
September 08-10, 2024/Sharjah Meeting Room,The Tower Plaza Hotel, Dubai, UAE

Course Reference
TM0191-3D

1.8 CEUs (18 PDHs) AWARD

H-STK© INCLUDED

Course Duration/Credits
Three days/1.8 CEUs/18 PDHs
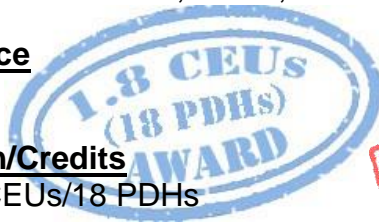
Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of ISO 22301 Business Continuity Management System Transition. It covers the importance and benefits of business continuity management system (BCMS) ISO 22301 for organizations including the historical perspective at the 2012 version; the high-level structure (HLS) and its significance and the comparison of the structure between the 2012 and 2019 versions; the main changes in ISO 22301:2019 and their rationales and impacts of these changes on existing BCMS; the requirements for determining external and internal issues; and identifying interested parties and their needs and expectations.

Further, the course will also discuss the enhanced role of top management in the 2019 version; the policy changes and how to align business continuity policy with the organization's strategic direction; planning changes in risk assessment and treatment processes; setting business continuity objectives and planning to achieve them; the changes in resources, competences and awareness; the communication and documented information modifications; and the operation planning and control processes including the changes in the approach to managing and controlling the BCMS.

During this interactive course, participants will learn the business impact analysis (BIA) and risk assessment processes according to the 2019 updates; the techniques and tools for effective BIA and risk assessment; the business continuity strategies and recovery solutions and their alignment with organizational goals; the incident response and business continuity plans and procedures; the methods and best practices for testing and exercising BC plans, effectiveness of exercises and tests; the methods for monitoring, measurement, analysis and evaluation of data; the changes in the audit process, planning and conducting internal audit of the BCMS; the enhanced process of management review in the 2019 version; the opportunities for improvement, implementing corrective actions and managing nonconformities; the transition from the 2012 version to the 2019 version; and the gap analysis and transition timeline.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on business continuity management system transition in accordance with ISO 22301 standards

- Recognize the importance and benefits of business continuity management system (BCMS) ISO 22301 for organizations including the historical perspective at the 2012 version

- Explain high-level structure (HLS) and its significance and the comparison of the structure between the 2012 and 2019 versions

- Discuss the main changes in ISO 22301:2019 and their rationales and identify impacts of these changes on existing BCMS

- Apply the requirements for determining external and internal issues as well as identify interested parties and their needs and expectations

- Explore the enhanced role of top management in the 2019 version as well as determine the policy changes and align business continuity policy with the organization's strategic direction

- Plan changes in risk assessment and treatment processes as well as set business continuity objectives and planning to achieve them

- Support the changes in resources, competences and awareness as well as review communication and documented information modifications

- Implement and control the processes including the changes in the approach to managing and controlling the BCMS

- Revise business impact analysis (BIA) and risk assessment processes according to the 2019 updates and carryout techniques and tools for effective BIA and risk assessment

- Identify and select business continuity strategies and implement recovery solutions and their alignment with organizational goals

- Plan and prepare for incident response as well as develop and implement business continuity plans and procedures

- Apply methods and best practices for testing and exercising BC plans as well as evaluate and document the effectiveness of exercises and tests

- Develop methods for monitoring, measurement, analysis and evaluation of data

- Perform changes in the audit process as well as plan and conduct an internal audit of the BCMS

- Apply enhanced process of management review in the 2019 version including inputs and outputs of the management review process

- Identify opportunities for improvement and implement corrective actions and managing nonconformities

- Plan the transition from the 2012 version to the 2019 version and explain gap analysis and transition timeline

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of business continuity management system transition in accordance with ISO 22301 for business continuity managers, engineers, risk specialists, consultants, management system auditors, business owners and those who are involved in business continuity and disaster recovery related activities.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- **British Accreditation Council (BAC)**

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Management Consultant** with over **25 years** of extensive experience in the areas of **Data Quality Control**, **Data Quality Assessment**, **Data Quality Planning**, **Data Quality Strategy Management**, **Data Modelling**, **Root Cause Analysis & Solution Development**, **Climate change, Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Facilitation & Leadership** Skills, **Economic Changes**, **Coaching**, **Human Resource** Development, **Psychometric** Testing, **Career Development** & Competence, **Succession Planning**, **Self-Development & Empowerment**, **Personal Learning Needs Identification**, Critical Success Factors (**CSFs**), Key Performance Indicators (**KPIs**), Productivity **Creativity & Thinking** Modes, **Human Resource Scorecard** Management, **Career Laddering**, **Fast-Track Career Progression** Application, **Knowledge** Management, **Customer** Management, **Leadership** Skills, **Presentation** Skills, **Negotiation** Skills, **Decision Making** Skills, **Communication** Skills, **Emotional Intelligence**, **Performance** Management, **Contract** Management, **Quality** Management, **Commercial Strategy**, **Project** Management, **Risk** Management, **Leadership & Business** Management, **Human Resource** Management, **Planning**, **Budgeting & Cost Control**, **Business Development**, Innovation, Sales Strategy and Knowledge & **Intangible Asset Assessment** Design. Further, he is also well versed in **Organization Management & Business Consulting**, **Stakeholder & Supplier Evaluation**, **Data Collection & Information Gathering**, **Value & Supply Chain** Management, **Intellectual Property & Innovation** Assessments, **Logistics & Supply Chain** Management, **Budgeting & Cost Control** and **Marketing** Management. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider**, **Founder-Principal/CIO**, **Subject Matter Expert**, **Consulting Partner**, **Executive/Management Development Facilitator**, **Multinational/Corporate Senior Management Consultant**, **Senior Quality & Management Consultant**, **Executive Management Development/Facilitator**, **Business Consultant/Facilitator**, **Business & Quality Consultant/Coach**, **Client Director**, **Administration Manager**, **Quality Manager**, **International Sales & Business Development Executive**, **Regional Sales Manager**, **National Key Accounts Manager**, **Commercial Sales & Marketing Consultant**, **Admin Assistant**, **Sales & Marketing Representative**, **Key Note Speaker**, **Lecturer** and **Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American**, **BHP Billiton**, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, **Unilever**, **Kellogg's**, BAT, **Hershey's**, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master** degrees in **Leadership & Innovation**, **Business Administration** and **Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer**, **Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   **Sunday, 08ᵗʰ of September 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	**PRE-TEST**
0830 – 0930	**Introduction to ISO 22301:2019** Overview of Business Continuity Management System (BCMS) • Importance and Benefits of ISO 22301 for Organizations • Historical Perspective: A Look Back at the 2012 Version
0930 – 0945	Break
0945 – 1030	**Understanding the Structure of ISO 22301:2019** High-Level Structure (HLS) and its Significance • Comparison of the Structure Between the 2012 and 2019 Versions
1030 – 1130	**Key Changes in ISO 22301:2019** Detailed Discussion on the Main Changes and their Rationales • Impacts of These Changes on Existing BCMS
1130 – 1215	**Context of the Organization** Understanding and Applying the Requirements for Determining External and Internal Issues • Identifying Interested Parties and their Needs and Expectations
1215 – 1230	Break
1230 – 1345	**Leadership & Commitment** Exploring the Enhanced Role of Top Management in the 2019 Version • Policy Changes and How to Align Business Continuity Policy with the Organization's Strategic Direction
1345 – 1420	**Planning** Changes in Risk Assessment and Treatment Processes • Setting Business Continuity Objectives and Planning to Achieve Them
1420 – 1430	**Recap** Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2:   **Monday, 09ᵗʰ of September 2024**

0730 – 0830	**Support** Understanding the Changes in Resources, Competences and Awareness • Communication and Documented Information Modifications
0830 – 0930	**Operation Planning & Control** Implementing and Controlling the Processes • Changes in the Approach to Managing and Controlling the BCMS
0930 – 0945	Break
0945 – 1100	**Business Impact Analysis (BIA) & Risk Assessment** Revising BIA and Risk Assessment Processes According to the 2019 Updates • Techniques and Tools for Effective BIA and Risk Assessment
1100 – 1215	**Business Continuity Strategies & Solutions** Identifying and Selecting Business Continuity Strategies • Implementing Recovery Solutions and their Alignment with Organizational Goals

1215 – 1230	Break
1230 – 1330	**Incident Response & Business Continuity Plans** *Planning and Preparing for Incident Response • Developing and Implementing Business Continuity Plans and Procedures*
1330 – 1420	**Exercise, Testing & Evaluation of Business Continuity Plans** *Methods and Best Practices for Testing and Exercising BC Plans • Evaluating and Documenting the Effectiveness of Exercises and Tests*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3:   **Tuesday, 10th of September 2024**

0730 – 0830	**Monitoring, Measurement, Analysis & Evaluation** *Understanding What Needs to Be Monitored and Measured • Methods for Analysis and Evaluation of Data*
0830 – 0930	**Internal Audit** *Changes in the Audit Process • Planning and Conducting an Internal Audit of the BCMS*
0930 – 0945	Break
0945 – 1030	**Management Review** *The Enhanced Process of Management Review in the 2019 Version • Inputs and Outputs of the Management Review Process*
1030 – 1130	**Continual Improvement** *Identifying Opportunities for Improvement • Implementing Corrective Actions and Managing Nonconformities*
1130 – 1215	**Transitioning to ISO 22301:2019** *Planning the Transition from the 2012 Version to the 2019 Version • Gap Analysis and Transition Timeline*
1215 – 1230	Break
1230 – 1345	**Case Studies & Real-Life Applications** *Analyzing Real-Life Scenarios and Case Studies of Successful Transitions • Group Discussions and Lessons Learned*
1345 – 1400	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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