

**COURSE OVERVIEW TM0058**  
**ISO 22301:2019 Business Continuity Management**  
**System Lead Implementer**

**Course Title**

ISO 22301:2019 Business Continuity Management  
System Lead Implementer

**Course Reference**

TM0058

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Date/Venue**

Session(s)	Date	Venue
1	July 07-11, 2025	Hampstead Meeting Room, London Marriott Hotel Regents Park, London, UK
2	October 12-16, 2025	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
3	November 10-14, 2025	TBA Meeting Room, JW Marriott Hotel Madrid, Madrid, Spain
4	February 16-20, 2026	TBA Meeting Room, Grand Hyatt Athens, Athens, Greece

**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: 2019 Business Continuity Management System Lead Implementer. It covers the concepts and benefits of business continuity management system (BCMS); the key concepts of business continuity, disaster recovery, business impact analysis and risk assessment; the fundamental principles and lifecycle of BCMS; the BCMS policy and business impact analysis, risk assessment and implementation; designing BCMS and documentation; developing training and awareness program; the operational management and performance evaluation; and the monitoring and measurement of BCMS.



During this interactive course, participants will learn the development of metrics and performance indicators; the internal audit and management; reviewing non-conformities and corrective actions treatment; the certification audits and process including stage 1 audit preparation, stage 2 audit follow up and handling non-conformities; managing ISO 22301:2019 audit program; planning and initiating ISO 22301 audit; conducting ISO 22301 audit and concluding and ensuring ISO 22301 audit follow-up; the BCMS continual improvement and transitioning from ISO 22301:2012 to ISO 22301:2019; the role of top management in BCMS; and the continual improvement and organizational culture.

### Course Objectives

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

- Get certified as a “*Certified ISO 22301: 2019 Business Continuity Management System Lead Implementer*”
- Discuss concepts and benefits of business continuity management system (BCMS)
- Explain the key concepts of business continuity, disaster recovery, business impact analysis and risk assessment as well as the fundamental principles and lifecycle of BCMS
- Define the scope, develop BCMS policy and apply business impact analysis, risk assessment and implementation
- Design BCMS and documentation, implement BCMS, develop training and awareness program and apply operational management
- Carryout performance evaluation, monitoring and measurement of a BCMS
- Develop metrics and performance indicators, perform internal audit and management review and apply non-conformities and corrective actions treatment
- Review certification audits and process including stage 1 audit preparation, stage 2 audit follow up and handling non-conformities
- Manage ISO 22301:2019 audit program as well as plan and initiate ISO 22301 audit
- Conduct ISO 22301 audit and conclude and ensure ISO 22301 audit follow-up
- Carryout BCMS continual improvement and transitioning from ISO 22301:2012 to ISO 22301:2019
- Identify the role of top management in BCMS, ensure continual improvement and discuss BCMS and organizational culture

### 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 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 in accordance with ISO 22301:2019 standard 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.

### Accommodation

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

### Course Certificate(s)

- (1) Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a *"Certified ISO 22301: 2019 Business Continuity Management System Lead Implementer"*. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

### Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

**TOR Issuance Date:** 14-Nov-22

**HTME No.** 74851

**Participant Name:** Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
TM0058-IH	ISO 22301: 2019 Business Continuity Management System Lead Implementer	November 10-14, 2022	32.5	3.25

**Total No. of CEU's Earned as of TOR Issuance Date** **3.25**

**TRUE COPY**  
  
**Jaryl Castillo**  
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 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 Association 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 is accredited by









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### **Certificate Accreditations**

Haward's certificates are accredited by the following international accreditation organizations: -

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

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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 **3.0 CEUs** (Continuing Education Units) or **30 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.

### Course Instructor

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



**Mr. Pete Du Plessis** is a **Senior Energy & Management Consultant** with over **30 years** of extensive experience. His expertise lies extensively in the areas of Energy Management Systems (**EnMS**) **ISO 50001**, **Energy Efficiency & Consumption**, **Energy Policy & Planning**, **Energy Performance Indicators (EnPIs)**, **Energy Management & Implementation**, **Reducing Energy Consumption & Improving Energy Efficiency**, **Energy Regulatory Compliance**, **Data Quality Control & Assessment**, **Creative Thinking &**

**Problem-Solving Techniques**, **Change Management**, **Negotiation & Presentation Skills**, **Emotional Intelligence**, **Business Writing Skills**, **Leadership & Team Building**, **Coaching & Mentoring**, **Time & Stress Management**, **Human Resources Management**, **Customer Service Excellence**, **Training Needs & Evaluating Training**, **Contract Management**, **Tendering & Supplier Selection**, **Budgeting & Forecasting Skills**, **Cost Control**, **Financial Analysis & Reporting**, **Budget Preparation Skills**, **Business Process Development**, **Business Process Optimization**, **Business Process Analysis**, **Business Process Improvement**, **Business Continuity Planning**, **Service Provider Performance & Monitoring**, **Cash Flow Fundamentals**, **Business Finance Fundamentals**, **Business Continuity Fundamentals**, **Situational Analysis Fundamentals**, **SWOT Analysis**, **Gap Analysis**, **Change Management**, **Human Resource Management (HRM)**, **Human Resource Development (HRD)**, **HR Business Development**, **HR Practices & Strategy**, **Behaviour Based Interviewing & Recruitment**, **Learning & Development**, **Project Management**, **Financial Management**, **Planning**, **Budgeting & Cost Control** and **Risk Management**. Previously, he was the **Quality Manager** of **Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager**, **Operations Manager**, **Technical & Quality Manager**, **Logistics & Purchasing Manager**, **Head Metrologist**, **Quality Engineer**, **Project Engineer**, **Materials & Warehouse Planner & Controller**, **Quality Control Inspector**, **Consultant**, **Fitter & Machinist**, **Apprentice Fitter** and **Part-time Instructor**. All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor's** degree with **Honours** in **Industrial Engineering & Management**. Further, he has gained **Diploma** in **Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the **APICS**. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

### 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

London	<b>US\$ 8,800</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Spain	<b>US\$ 8,800</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Athens	<b>US\$ 8,800</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### 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**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Business Continuity Management System (BCMS) &amp; ISO 22301:2019</b> <i>Business Continuity Management • BCMS Concepts &amp; Stakeholders • Detailed Overview of ISO 22301:2019 • BCMS Benefits</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Fundamental Principles of Business Continuity</b> <i>Explanation of the Key Concepts: Business Continuity, Disaster Recovery, Business Impact Analysis, Risk Assessment</i>
1030 – 1230	<b>Fundamental Principles of Business Continuity (cont'd)</b> <i>The Lifecycle of BCMS</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>Fundamental Principles of Business Continuity (cont'd)</b> <i>The Lifecycle of BCMS (cont'd)</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>



### Day 2

0730 – 0930	<b>Planning a BCMS Based on ISO 22301</b> <i>Scope of a BCMS • Development of a BCMS Policy</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Planning a BCMS Based on ISO 22301 (cont'd)</b> <i>Business Impact Analysis &amp; Risk Assessment • BCMS Implementation Project Mandate</i>
1100 – 1230	<b>Implementing a BCMS Based on ISO 22301</b> <i>Design of the BCMS &amp; Documentation • Implementation of a BCMS</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>Implementing a BCMS Based on ISO 22301 (cont'd)</b> <i>Development of a Training &amp; Awareness Program • Operational Management of a BCMS</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Two</i>

### Day 3

0730 – 0930	<b>Performance Evaluation, Monitoring &amp; Measurement of a BCMS</b> <i>Development of Metrics &amp; Performance Indicators • Internal Audit &amp; Management Review of a BCMS</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Performance Evaluation, Monitoring &amp; Measurement of a BCMS (cont'd)</b> <i>Treatment of Non-Conformities &amp; Corrective Actions</i>
1100 – 1230	<b>ISO 22301:2019 Certification Audits</b> <i>Certification Audits &amp; The Certification Process • Stage 1 Audit &amp; Preparation</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>ISO 22301:2019 Certification Audits (cont'd)</b> <i>Stage 2 Audit &amp; Follow-Up • Handling of Non-Conformities</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Three</i>

### Day 4

0730 – 0930	<b>Management of an ISO 22301:2019 Audit Program</b> <i>Planning &amp; Initiating an ISO 22301 Audit • Conducting an ISO 22301 Audit</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Management of an ISO 22301:2019 Audit Program (cont'd)</b> <i>Concluding &amp; Ensuring the Follow-Up of an ISO 22301 Audit</i>
1100 – 1230	<b>Continual Improvement &amp; Transitioning to ISO 22301:2019</b> <i>BCMS Continual Improvement</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>Continual Improvement &amp; Transitioning to ISO 22301:2019 (cont'd)</b> <i>Transitioning from ISO 22301:2012 to ISO 22301:2019</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Four</i>



### Day 5

0730 – 0930	<b>Leadership &amp; Commitment in BCMS</b> <i>Role of Top Management in BCMS</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Leadership &amp; Commitment in BCMS (cont'd)</b> <i>Ensuring Continual Improvement</i>
1100 – 1230	<b>Leadership &amp; Commitment in BCMS (cont'd)</b> <i>BCMS &amp; Organizational Culture</i>
1200 – 1215	<i>Break</i>
1215 – 1300	<b>BCMS Case Study &amp; Examination</b> <i>Case Study: Planning, Implementation, Management &amp; Certification of a BCMS in Accordance with ISO 22301 • Course Review &amp; Examination Preparation • ISO 22301:2019 BCMS Lead Implementer Exam</i>
1300 – 1315	<b>Course Conclusion</b>
1315 – 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

### Practical Sessions

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



### Course Coordinator

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