ISO 22301 UNDERSTANDING AND IMPLEMENTING TRAINING

Course Title: ISO 22301 Understanding and Implementing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a comprehensive and practical understanding of ISO 22301 Business Continuity Management Systems (BCMS), focusing on how organisations can prepare for, respond to and recover from disruptions effectively. The course explains ISO 22301 clause requirements and how they translate into real operational controls, including business impact analysis (BIA), risk assessment, continuity strategy development, emergency response procedures, recovery planning and performance evaluation. Through case studies, workshops and scenario-driven exercises, participants will gain the capability to apply ISO 22301 requirements, develop relevant documentation, coordinate response teams and integrate continuity planning into daily business processes to strengthen preparedness and audit readiness.

OBJECTIVE(S):

- Understand ISO 22301 requirements and BCMS framework.

- Learn how to perform Business Impact Analysis (BIA) and continuity risk assessments.

- Develop effective business continuity strategies and recovery plans.

- Establish procedures for emergency response and crisis management.

- Understand documentation, roles, responsibilities and resource needs.

- Implement monitoring, testing and continual improvement activities.

- Strengthen resilience, reduce downtime and improve operational readiness.

- Support preparation for ISO 22301 certification.

TARGET GROUP(S):

- Business continuity managers and coordinators

- Risk and compliance managers

- IT, operations and HR personnel

- Emergency response and crisis management teams

- Internal auditors and ISO coordinators

- Anyone responsible for organisational resilience and disaster recovery

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to ISO 22301 and Business Continuity Principles

2. BCMS Requirements, Structure and Key Terminology

3. Identifying Business Continuity Needs and Stakeholder Expectations

4. Business Impact Analysis (BIA) and Risk Assessment Techniques

5. Developing Business Continuity Strategies and Resource Requirements

6. Establishing Emergency Response, Crisis Communications and Recovery Procedures

7. BCMS Documentation, Monitoring, Testing and Evaluation

8. Certification Process, Continual Improvement and Audit Readiness

LIST OF REFERENCE BOOK(S):

- ISO 22301: Business Continuity Management Systems Requirements

- ISO 31000: Risk Management Guidelines

- Business continuity and crisis management standards

LIST OF TEACHING AID(S):

- LCD projector

- Computer

- Whiteboard with accessories

- Flip chart with accessories

- BIA templates, BCMS worksheets and recovery plan examples

METHODOLOGY(S):

- Lecture

- Group discussions

- Case studies

- Practical workshops

- Scenario-based activities

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Introduction to ISO 22301 and Business Continuity Principles
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2: BCMS Requirements, Structure and Key Terminology
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 3: Identifying Business Continuity Needs and Stakeholder Expectations
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 4: Business Impact Analysis (BIA) and Risk Assessment Techniques

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Developing Business Continuity Strategies and Resource Requirements
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 6: Emergency Response, Crisis Communications and Recovery Procedures
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 7: BCMS Documentation, Monitoring, Testing and Evaluation
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 8: Certification Process, Continual Improvement and Audit Readiness