Haward Technology Middle East

ISO 22301: 2019 Business Continuity Management Certified Lead Implementer

Course Title
ISO 22301: 2019 Business Continuity Management Certified Lead Implementer

Course Reference
TM0058

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	June 24-28, 2024	Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE or, Online Virtual Training
2	September 22-26, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE or, Online Virtual Training
3	November 11-15,2024	Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE or, Online Virtual Training
4	December 08-12,2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE or, Online Virtual Training

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, 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 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.

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.

Virtual Training (If Applicable)

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward's Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	80% of the program will be theory and 20% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will be for 4 hours per day starting at 0930 and ending at 1330
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

Course Fee

F2F Classroom: **US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Online Virtual: **US$ 2,750** per Delegate + **VAT**.

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

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

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 **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.

- 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. However, we have the right to change the course instructor 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 **Organization Management & Business Consulting, Planning**, **Budgeting & Cost Control**, **Business Development**, **Quality** Management, **Commercial Strategy**, **Project** Management, **Risk** Management, **Leadership & Business** Management, **Basics of Natural Gas & LNG, Future of Gas & LNG Sales Contracts, Data Quality Assessment**, **Data Quality Planning**, **Data Quality Strategy Management**, **Data Modelling**, **Root Cause Analysis & Solution Development**, **Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Facilitation & Leadership** Skills, **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, **Human Resource** Management, Innovation, Sales Strategy and Knowledge & **Intangible Asset Assessment** Design. Further, he is also well versed in **Major Gas & LNG, Gas & LNG Sales Contracts, Oi-Indexed Pricing, Data Quality Control**, **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 Pvt 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

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

Day 2

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

Day 3:

0730 – 0930	***Performance Evaluation, Monitoring & Measurement of a BCMS*** *Development of Metrics & Performance Indicators • Internal Audit & Management Review of a BCMS*
0930 – 0945	*Break*
0945 – 1100	***Performance Evaluation, Monitoring & Measurement of a BCMS (cont'd)*** *Treatment of Non-Conformities & Corrective Actions*
1100 – 1230	***ISO 22301:2019 Certification Audits*** *Certification Audits & The Certification Process • Stage 1 Audit & Preparation*
1230 – 1245	*Break*

1245 – 1420	**ISO 22301:2019 Certification Audits (cont'd)** *Stage 2 Audit & Follow-Up • Handling of Non-Conformities*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

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

Day 5

0730 – 0930	**Leadership & Commitment in BCMS** *Role of Top Management in BCMS*
0930 – 0945	*Break*
0945 – 1100	**Leadership & Commitment in BCMS (cont'd)** *Ensuring Continual Improvement*
1100 – 1230	**Leadership & Commitment in BCMS (cont'd)** *BCMS & Organizational Culture*
1200 – 1215	*Break*
1215 - 1300	**BCMS Case Study & Examination** *Case Study: Planning, Implementation, Management & Certification of a BCMS in Accordance with ISO 22301 • Course Review & Examination Preparation • ISO 22301:2019 BCMS Lead Implementer Exam*
1300 – 1315	**Course Conclusion**
1315 – 1415	**COMPETENCY EXAM**
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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