



*Training Course:  
Business Continuity Auditing Plans Using ISO  
22301*

*4 - 8 May 2025*

*Dubai (UAE)*

*Residence Inn by Marriott Sheikh Zayed Road, Dubai*

## Training Course: Business Continuity Auditing Plans Using ISO 22301

Training Course code: MA235835 From: 4 - 8 May 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4500 € Euro

### Introduction:

The Business Continuity Auditing Plans Using ISO 22301 training program has been carefully developed and is delivered by Global Horizon Training Center, a leading provider of professional training in business continuity, risk management, and compliance. Global Horizon Training Center is committed to delivering high-quality, practical training solutions that empower professionals to safeguard business operations in the face of disruptions, crises, or disasters.

ISO 22301, the international standard for business continuity management, provides a framework for organizations to establish, implement, operate, monitor, review, maintain, and improve their business continuity management systems BCMS. This training program is designed to provide professionals with the knowledge and skills necessary to audit and evaluate business continuity plans BCPs and systems using the ISO 22301 framework. Participants will learn how to ensure that their organizations are resilient to disruptions and can continue operations with minimal impact during times of crisis.

### Objectives:

By the end of this training program, participants will be able to:

1. Understand the key concepts of business continuity management and the ISO 22301 standard.
2. Conduct audits of business continuity plans and strategies to ensure compliance with ISO 22301.
3. Identify gaps in business continuity management and propose corrective actions.
4. Evaluate the effectiveness of business continuity systems and processes within an organization.
5. Understand the role of risk assessment, business impact analysis BIA, and recovery strategies in the ISO 22301 framework.
6. Develop audit reports with actionable recommendations to improve business continuity practices.
7. Implement best practices for maintaining and improving business continuity plans.
8. Understand the relationship between business continuity, organizational resilience, and crisis management.
9. Prepare organizations for ISO 22301 certification audits or internal audits of BCMS.

### Course Methodology:

This course will utilize a variety of methodologies to ensure a dynamic and interactive learning experience for participants:

1. Instructor-Led Sessions - Structured lectures on the principles, practices, and standards of business continuity management and ISO 22301.
2. Case Studies - Real-world case studies will be reviewed to illustrate both successful and unsuccessful business continuity audits.

3. Practical Exercises - Hands-on exercises will allow participants to apply auditing principles and assess a company's business continuity plans.
4. Group Discussions - Group discussions to encourage collaborative learning and exchange of ideas on auditing and improving business continuity practices.
5. Simulations and Role-Playing - Simulated business continuity audit scenarios will provide participants with practical auditing experience.
6. Assessments & Quizzes - Regular quizzes and assessments to gauge understanding and reinforce learning outcomes.
7. Audit Checklist and Tools - Participants will be provided with tools such as audit checklists to assist in evaluating business continuity plans and systems.

## Organizational Impact:

The skills and knowledge gained through this training program will provide significant benefits to your organization:

1. Enhanced Business Resilience - By understanding how to audit and strengthen business continuity plans, your organization will be better prepared for crises and disruptions.
2. Compliance with ISO Standards - Participants will learn how to ensure business continuity plans meet ISO 22301 standards, demonstrating compliance with international best practices.
3. Improved Risk Management - The ability to identify vulnerabilities and gaps in business continuity processes will improve your organization's overall risk management framework.
4. Effective Crisis Management - Auditing business continuity plans ensures that organizations can effectively manage crises and minimize downtime during disruptions.
5. Faster Recovery - With robust business continuity management systems, your organization can reduce recovery time and costs in the event of a crisis.
6. Increased Stakeholder Confidence - Effective audits and improved business continuity plans will enhance the confidence of customers, investors, and regulators in your organization's resilience and risk management capabilities.
7. Cost Savings - Well-prepared business continuity plans can reduce the financial impact of disruptions by ensuring rapid response and recovery.

## Target Audience:

This training program is designed for professionals responsible for business continuity, crisis management, and auditing within their organizations. The target audience includes:

1. Business Continuity Managers and Coordinators
2. Risk Management Professionals
3. Auditors Internal and External
4. Compliance Officers
5. Emergency Management Professionals
6. Operations Managers and Business Leaders
7. IT and Security Professionals involved in business continuity planning
8. Consultants and Advisors in business continuity or risk management
9. Anyone responsible for the planning, auditing, and implementation of business continuity strategies
10. Professionals seeking ISO 22301 certification for their organizations

## Course Outlines:

### Day 1: Introduction to Business Continuity Management and ISO 22301

- Overview of Business Continuity Management BCM and its importance in modern organizations.
- Introduction to ISO 22301: Structure, scope, and key concepts.
- The components of a Business Continuity Management System BCMS.
- ISO 22301 requirements: Context of the organization, leadership, planning, support, operation, performance evaluation, and improvement.
- The relationship between ISO 22301 and other management systems ISO 9001, ISO 27001, etc..
- Overview of the business continuity lifecycle: Prevention, preparedness, response, and recovery.
- Practical exercise: Analyzing the components of an effective Business Continuity Plan BCP.

### Day 2: Conducting a Business Continuity Audit: Framework and Methodology

- Audit planning: Defining audit objectives, scope, and criteria.
- Key stages of a business continuity audit: Planning, fieldwork, reporting, and follow-up.
- Understanding audit types: Compliance audit, performance audit, and improvement audit.
- Developing audit checklists and documentation.
- Conducting interviews with key stakeholders senior management, business continuity teams, etc..
- Tools and techniques for auditing BCMS, including risk assessments, Business Impact Analysis BIA, and recovery strategies.
- Case study: Auditing an organization's business continuity management plan.

### Day 3: Evaluating Business Continuity Plans and Identifying Gaps

- Conducting Business Impact Analysis BIA to evaluate critical business functions.
- Assessing risk management processes and identifying vulnerabilities in business continuity plans.
- Identifying and assessing recovery strategies: IT disaster recovery, workforce continuity, supply chain continuity, etc.
- Evaluating communication plans, crisis management protocols, and training programs.
- Identifying weaknesses or gaps in the BCMS and suggesting corrective actions.
- Practical exercise: Auditing a sample business continuity plan using ISO 22301 criteria.

### Day 4: Reporting and Follow-Up Auditing

- Creating effective audit reports: Structuring findings, observations, and recommendations.
- Presenting audit findings to senior management and other stakeholders.
- Measuring the effectiveness of BCMS: Performance metrics and continuous improvement.
- Managing follow-up actions: Ensuring corrective actions are implemented and verified.
- Internal and external audit roles in maintaining ISO 22301 certification.
- Practical exercise: Drafting a business continuity audit report based on findings from Day 3.

### Day 5: Preparing for ISO 22301 Certification Audits and Ongoing Improvement

- The process of ISO 22301 certification: Key steps, timelines, and requirements.
- Preparing for the external ISO certification audit: Document review, onsite audit, and non-conformity resolution.
- Continuous improvement in business continuity: Conducting periodic reviews, internal audits, and corrective actions.



- Tools for ongoing maintenance and enhancement of BCMS: BCM software, audit checklists, and improvement cycles.
- Best practices in maintaining an ISO 22301-compliant BCMS over time.

## Registration form on the Training Course: Business Continuity Auditing Plans Using ISO 22301

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Sheikh Zayed Road, Dubai **Training Course Fees:** 4500 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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