ISO 22301:2019 Business Continuity Management Lead Auditor Training Course

Professional Development Training Course Outline

Category	Quality Assurance and ISO standards	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

ISO 22301:2019 Business Continuity Management Lead Auditor Training Course is a globally recognized program designed to equip professionals with the knowledge, tools, and auditing skills required to implement, maintain, and continually improve business continuity management systems. This course integrates practical insights with internationally accepted standards, providing a comprehensive understanding of business continuity, resilience planning, and risk assessment. Participants will gain the expertise to conduct first, second, and third-party audits against ISO 22301:2019 requirements while enhancing organizational resilience and sustainability.

The training focuses on audit principles, process-based approaches, and effective implementation of ISO 22301 frameworks to safeguard businesses against disruptions, disasters, and emerging risks. Learners will engage in interactive case studies, real-life examples, and group discussions to develop strong auditing techniques, reporting skills, and corrective action planning. By completing this training, participants will be recognized as competent lead auditors, capable of helping organizations maintain operational resilience and compliance with global business continuity standards.

Programme Curriculum

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Course Objectives

1. Understand ISO 22301:2019 principles and requirements for business continuity management.
2. Develop auditing skills aligned with ISO 19011 guidelines.
3. Learn how to establish a risk-based auditing framework.
4. Conduct internal and external audits effectively.
5. Apply audit planning, execution, and reporting techniques.
6. Identify nonconformities and recommend corrective actions.
7. Gain insights into business continuity policies and objectives.
8. Strengthen knowledge of business impact analysis and risk assessment.
9. Ensure compliance with ISO 22301:2019 certification requirements.
10. Build competence to lead audit teams successfully.
11. Develop effective communication skills for auditors.
12. Explore emerging trends in resilience and continuity planning.
13. Enhance organizational value through certified auditing expertise.

Organizational Benefits

1. Strengthened organizational resilience against disruptions.
2. Improved risk assessment and mitigation strategies.
3. Enhanced reputation through ISO 22301 certification readiness.
4. Consistent compliance with global standards and best practices.
5. Increased customer confidence and stakeholder trust.
6. Streamlined business continuity management processes.
7. Reduced operational downtime and associated costs.
8. Effective corrective and preventive action systems.
9. Empowered internal auditing capabilities.
10. Sustained culture of resilience and preparedness.

Target Audiences

1. Business continuity professionals.
2. Risk management practitioners.
3. Internal auditors and compliance officers.
4. Quality management professionals.
5. IT disaster recovery managers.
6. Crisis management teams.
7. Consultants and trainers in management systems.
8. Senior managers responsible for resilience planning.

Course Duration: 10 days

Course Modules

Module 1: Introduction to Business Continuity Management

- Understanding ISO 22301:2019 framework.
- Importance of resilience and continuity planning.
- Key concepts of risk and disruption.
- Scope and structure of ISO 22301.
- Core definitions and terminology.
- Case study on organizational disruption.

Module 2: Business Continuity Management Systems Requirements

- Context of the organization.
- Leadership roles and responsibilities.
- Business continuity objectives and planning.
- Documentation and policies.
- Alignment with strategic direction.
- Case study on governance structure.

Module 3: Risk Assessment and Business Impact Analysis

- Identifying organizational risks.
- Conducting business impact analysis.
- Prioritization of critical activities.
- Risk mitigation strategies.
- Monitoring and evaluation tools.
- Case study on risk scenarios.

Module 4: Planning Business Continuity Strategies

- Developing continuity strategies.
- Resource requirements and allocation.
- Recovery time objectives (RTOs).
- Communication strategies.
- Integrating strategies with operations.
- Case study on recovery strategies.

Module 5: Implementation of Business Continuity Plans

- Developing continuity and recovery plans.
- Roles and responsibilities.
- Testing and exercising plans.
- Integration with other management systems.
- Continuous improvement mechanisms.
- Case study on plan execution.

Module 6: Auditing Principles and Guidelines

- ISO 19011 overview.

- Audit types and classifications.
- Key auditing principles.
- Competence requirements for auditors.
- Managing audit programs.
- Case study on auditing basics.

Module 7: Planning an Audit

- Establishing audit objectives and criteria.
- Developing audit scope.
- Preparing audit checklists.
- Selecting audit teams.
- Scheduling audits effectively.
- Case study on audit planning.

Module 8: Conducting an Audit

- Opening meetings and communication.
- Collecting and verifying evidence.
- Interviewing techniques.
- Observations and sampling.
- Team coordination during audits.
- Case study on audit execution.

Module 9: Reporting Audit Results

- Preparing audit reports.
- Categorizing findings.
- Effective communication of results.
- Recommendations for improvement.
- Closing meetings and feedback.
- Case study on audit reporting.

Module 10: Managing Nonconformities

- Identification of nonconformities.
- Classifying major and minor findings.
- Root cause analysis.
- Corrective and preventive actions.
- Verification of effectiveness.
- Case study on corrective actions.

Module 11: Competence of Lead Auditors

- Roles of a lead auditor.
- Leadership and decision-making skills.
- Conflict resolution strategies.
- Coaching audit teams.
- Continuous professional development.
- Case study on leadership in audits.

Module 12: Integrated Management System Auditing

- Relationship with ISO 9001, ISO 27001, ISO 14001.
- Benefits of integrated audits.
- Managing overlapping requirements.
- Reducing audit fatigue.
- Harmonization techniques.
- Case study on integrated audits.

Module 13: Advanced Auditing Techniques

- Remote auditing methods.
- Risk-based auditing approaches.
- Using digital audit tools.
- Sampling in complex audits.
- Data-driven audit insights.
- Case study on advanced auditing.

Module 14: Emerging Trends in Business Continuity

- Cybersecurity and digital resilience.
- Pandemic and health-related continuity.
- Supply chain resilience.
- Climate change and environmental risks.
- Future of auditing technology.
- Case study on emerging risks.

Module 15: Certification and Continuous Improvement

- ISO 22301 certification process.
- Role of certification bodies.
- Maintaining compliance post-certification.
- Continual improvement strategies.
- Organizational culture of resilience.
- Case study on certification readiness.

Training Methodology

- Instructor-led lectures and presentations.
- Group discussions and interactive sessions.
- Practical workshops and role-plays.
- Real-life case study analyses.
- Mock audits and feedback sessions.
- Continuous assessment and evaluation.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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