

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301GOV — Business Continuity and Governance

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference MGT-GOV-22301GOV • ISO Management & Services

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6

SUBJECTS

30

CHAPTERS

192

CLASSES

430

TOTAL MARKS

60%

PASS MARK

Lifetime

VALIDITY

AT A GLANCE

REFERENCE	MGT-GOV-22301GOV
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Assessment and Improvement

5 chapters · 36 classes 105 marks

• 1 Understanding Business Continuity Assessment Principles — 12 classes

- › 1.1 Define Key Principles of Business Continuity Assessment
- › 1.1 Define Business Continuity Assessment and Its Importance
- › 1.2 Identify Critical Business Functions and Resources
- › 1.2 Identify Key Components of Effective Business Continuity Plans
- › 1.3 Analyze Risks and Threats to Business Continuity
- › 1.3 Explore Common Assessment Methodologies and Tools
- › 1.4 Evaluate Current Business Continuity Plans and Strategies
- › 1.4 Analyze Risk Assessment Techniques for Business Continuity
- › 1.5 Develop Improvement Recommendations for Business Continuity
- › 1.5 Evaluate Real-World Case Studies of Business Continuity Failures
- › 1.6 Create an Action Plan for Implementing Continuity Improvements
- › 1.6 Develop an Action Plan for Continuous Improvement in Business Continuity

• 2 Methodologies for Assessing Business Continuity — 6 classes

- › 2.1 Identify Key Components of Business Continuity Assessment
- › 2.2 Analyze Different Methodologies for Assessing Business Continuity
- › 2.3 Evaluate Tools and Techniques for Effective Business Continuity Assessment
- › 2.4 Compare Qualitative and Quantitative Assessment Methods
- › 2.5 Implement Assessment Frameworks in Real-World Scenarios
- › 2.6 Develop an Action Plan for Continuous Improvement in Business Continuity

• 3 Evaluating and Prioritizing Risks to Business Continuity — 6 classes

- › 3.1 Identify Common Risks to Business Continuity
- › 3.2 Assess the Impact of Identified Risks
- › 3.3 Analyze the Likelihood of Risk Occurrence
- › 3.4 Prioritize Risks Based on Impact and Likelihood
- › 3.5 Develop Risk Mitigation Strategies
- › 3.6 Review and Update Risk Assessment Processes

• 4 Performance Measurement and Continuous Improvement — 6 classes

- › 4.1 Define Key Performance Indicators for Business Continuity
- › 4.2 Analyze Existing Performance Metrics in Governance Structures
- › 4.3 Implement Data Collection Methods for Performance Measurement
- › 4.4 Evaluate Effectiveness of Current Business Continuity Strategies
- › 4.5 Develop a Continuous Improvement Plan Based on Performance Analysis
- › 4.6 Engage Stakeholders in the Performance Improvement Process

• 5 Developing an Action Plan for Business Continuity Enhancement — 6 classes

- › 5.1 Identify Key Areas for Business Continuity Improvement
- › 5.2 Conduct a Risk Assessment for Current Business Processes
- › 5.3 Set Measurable Objectives for Business Continuity Goals
- › 5.4 Develop Action Steps to Address Identified Gaps
- › 5.5 Create a Communication Plan for Stakeholders and Teams
- › 5.6 Review and Adapt the Action Plan Based on Feedback

• 1 Understanding Business Continuity Fundamentals — 6 classes

- › 1.1 Define Business Continuity and Its Importance
- › 1.2 Identify Key Components of Business Continuity Planning
- › 1.3 Explore the Role of Risk Assessment in Business Continuity
- › 1.4 Distinguish Between Business Continuity and Disaster Recovery
- › 1.5 Examine Legal and Regulatory Requirements for Business Continuity
- › 1.6 Develop a Basic Business Continuity Strategy Framework

• 2 Risk Assessment and Business Impact Analysis — 6 classes

- › 2.1 Identify Key Business Assets in Risk Assessment
- › 2.2 Analyze Potential Threats and Vulnerabilities
- › 2.3 Evaluate Risk Exposure and Impact Scales
- › 2.4 Conduct Business Impact Analysis for Critical Functions
- › 2.5 Prioritize Risks Based on Impact Analysis Results
- › 2.6 Develop Strategies for Risk Mitigation and Continuity Planning

• 3 Developing Business Continuity Plans — 6 classes

- › 3.1 Identify Critical Business Functions and Resources
- › 3.2 Conduct a Business Impact Analysis (BIA)
- › 3.3 Define Recovery Objectives and RTO Strategies
- › 3.4 Develop Comprehensive Business Continuity Strategies
- › 3.5 Create Business Continuity Plan Documentation
- › 3.6 Test and Review Business Continuity Plans Effectively

• 4 Testing and Exercising Business Continuity Plans — 6 classes

- › 4.1 Identify Key Components of Business Continuity Testing
- › 4.2 Develop Effective Test Scenarios for Business Continuity Plans
- › 4.3 Implement Simulation Exercises for Business Continuity Validation
- › 4.4 Evaluate the Outcomes of Business Continuity Tests
- › 4.5 Review and Update Business Continuity Plans Based on Test Findings
- › 4.6 Communicate Lessons Learned from Testing to Stakeholders

• 5 Continuous Improvement and Governance in Business Continuity — 6 classes

- › 5.1 Assess Current Business Continuity Practices
- › 5.2 Identify Opportunities for Improvement
- › 5.3 Implement Key Performance Indicators for Evaluation
- › 5.4 Foster a Culture of Continuous Improvement
- › 5.5 Review Governance Structures in Business Continuity Planning
- › 5.6 Develop Action Plans for Sustainable Business Continuity

• 1 Foundations of Crisis Management Frameworks — 6 classes

- › 1.1 Define Key Concepts in Crisis Management
- › 1.2 Identify the Components of a Crisis Management Framework
- › 1.3 Analyze Different Types of Crises and Their Impacts
- › 1.4 Explore the Role of Leadership in Crisis Management
- › 1.5 Develop a Communication Strategy for Crisis Situations
- › 1.6 Create a Basic Crisis Management Plan Template

• 2 Components of a Crisis Management Framework — 6 classes

- › 2.1 Identify Key Components of a Crisis Management Framework
- › 2.2 Analyze Roles and Responsibilities in Crisis Management
- › 2.3 Assess the Importance of Risk Assessment in Crisis Management
- › 2.4 Develop Effective Communication Strategies for Crises
- › 2.5 Formulate Crisis Response Procedures and Protocols
- › 2.6 Evaluate the Effectiveness of Crisis Management Frameworks

• 3 Implementation of Crisis Management Protocols — 6 classes

- › 3.1 Assess Current Crisis Management Protocols
- › 3.2 Identify Key Stakeholders in Crisis Response
- › 3.3 Develop a Comprehensive Crisis Management Plan
- › 3.4 Implement Training Strategies for Crisis Team
- › 3.5 Conduct Simulation Exercises for Crisis Scenarios
- › 3.6 Evaluate and Update Crisis Management Procedures

• 4 Testing and Evaluation of Crisis Management Strategies — 6 classes

- › 4.1 Analyze Current Crisis Management Strategies
- › 4.2 Identify Key Performance Indicators for Evaluation
- › 4.3 Conduct Scenario-Based Testing of Strategies
- › 4.4 Evaluate Test Results and Gather Stakeholder Feedback
- › 4.5 Implement Improvements Based on Evaluation Findings
- › 4.6 Create a Continuous Improvement Plan for Crisis Management

• 5 Continuous Improvement and Governance in Crisis Management — 6 classes

- › 5.1 Identify Key Components of Continuous Improvement in Crisis Management
- › 5.2 Analyze Governance Structures Supporting Crisis Management
- › 5.3 Develop Metrics for Assessing Crisis Management Effectiveness
- › 5.4 Implement Feedback Mechanisms for Continuous Improvement
- › 5.5 Integrate Lessons Learned into Crisis Management Plans
- › 5.6 Create a Framework for Ongoing Governance in Crisis Management

• 1 Understanding Governance Frameworks and Their Significance

— 6 classes

- › 1.1 Define Governance Frameworks and Their Key Components
- › 1.2 Explore the Importance of Governance in Business Continuity
- › 1.3 Identify Common Governance Models and Their Applications
- › 1.4 Analyze the Role of Stakeholders in Governance Frameworks
- › 1.5 Examine Legal and Regulatory Requirements for Governance
- › 1.6 Develop a Simple Governance Framework for Your Organization

• 2 Key Components of Governance Systems — 6 classes

- › 2.1 Identify Key Components of Governance Systems
- › 2.2 Analyze the Roles and Responsibilities in Governance
- › 2.3 Explore the Interaction Between Governance and Risk Management
- › 2.4 Evaluate Governance Structures and Their Effectiveness
- › 2.5 Develop Strategies for Enhancing Governance Processes
- › 2.6 Implement Governance Best Practices in Real-World Scenarios

• 3 Risk Management in Governance Processes — 6 classes

- › 3.1 Identify Key Risk Factors in Governance Processes
- › 3.2 Assess the Impact of Risks on Business Continuity
- › 3.3 Develop Risk Mitigation Strategies for Governance Frameworks
- › 3.4 Evaluate Risk Management Tools and Techniques
- › 3.5 Implement Continuous Monitoring of Governance Risks
- › 3.6 Review Case Studies on Effective Risk Management in Governance

• 4 Performance Monitoring and Evaluation in Governance — 6 classes

- › 4.1 Define Key Performance Indicators in Governance
- › 4.2 Analyze Data Collection Methods for Performance Monitoring
- › 4.3 Explore Evaluation Techniques for Governance Effectiveness
- › 4.4 Assess the Role of Stakeholder Feedback in Performance Evaluation
- › 4.5 Design a Performance Monitoring Framework for Governance
- › 4.6 Implement Continuous Improvement Strategies in Governance Evaluation

• 5 Adapting Governance Systems for Resilience and Compliance — 6 classes

- › 5.1 Analyze Current Governance Structures for Resilience Gaps
- › 5.2 Identify Key Compliance Requirements for Business Continuity
- › 5.3 Develop Governance Frameworks that Enhance Resilience
- › 5.4 Integrate Risk Management into Governance Processes
- › 5.5 Create Action Plans for Incident Response and Recovery
- › 5.6 Evaluate and Update Governance Policies Regularly for Compliance

• 1 Fundamentals of Leadership in Governance — 6 classes

- › 1.1 Define Leadership and Governance: Key Concepts and Definitions
- › 1.2 Explore Leadership Styles: Understanding Diverse Approaches in Governance
- › 1.3 Examine the Role of Ethical Leadership in Governance Frameworks
- › 1.4 Identify Key Responsibilities of Leaders in Business Continuity Planning
- › 1.5 Develop Effective Communication Strategies for Governance Leadership
- › 1.6 Apply Leadership Principles to Real-World Governance Scenarios

• 2 Strategic Leadership in Business Continuity Planning — 6 classes

- › 2.1 Define Strategic Leadership in Business Continuity Planning
- › 2.2 Identify Key Components of a Business Continuity Plan
- › 2.3 Analyze the Role of Governance in Business Continuity
- › 2.4 Evaluate Leadership Styles for Effective Business Continuity Management
- › 2.5 Develop a Leadership Framework for Business Continuity Initiatives
- › 2.6 Create an Action Plan for Implementing Business Continuity Strategies

• 3 Risk Management and Governance Leadership — 6 classes

- › 3.1 Identify Key Risks in Governance Leadership
- › 3.2 Analyze the Impact of Risks on Organizational Objectives
- › 3.3 Develop Effective Risk Mitigation Strategies
- › 3.4 Integrate Risk Management into Governance Frameworks
- › 3.5 Implement Continuous Monitoring and Review Processes
- › 3.6 Communicate Risk Management Policies to Stakeholders

• 4 Stakeholder Engagement and Communication Strategies — 6 classes

- › 4.1 Identify Key Stakeholders in Governance
- › 4.2 Analyze Stakeholder Needs and Interests
- › 4.3 Develop Effective Communication Channels
- › 4.4 Create Tailored Messaging for Stakeholder Engagement
- › 4.5 Implement Feedback Mechanisms in Communication
- › 4.6 Evaluate the Impact of Stakeholder Engagement Strategies

• 5 Measuring Leadership Effectiveness in Governance — 12 classes

- › 5.1 Define Key Metrics for Leadership Effectiveness in Governance
- › 5.1 Define Key Metrics for Leadership Effectiveness in Governance
- › 5.2 Analyze the Impact of Leadership Styles on Governance Outcomes
- › 5.2 Analyze Governance Structures Impacting Leadership Performance
- › 5.3 Assess Methods for Gathering Leadership Performance Data
- › 5.3 Evaluate Leadership Styles and Their Influence on Governance Outcomes
- › 5.4 Evaluate Leadership Effectiveness through Stakeholder Feedback
- › 5.4 Implement Feedback Mechanisms to Assess Leadership Impact
- › 5.5 Implement a Framework for Continuous Leadership Improvement
- › 5.5 Develop Action Plans for Enhancing Leadership Effectiveness in Governance
- › 5.6 Develop Action Plans Based on Leadership Effectiveness Assessments
- › 5.6 Present Findings on Leadership Effectiveness to Stakeholders

• 1 Understanding Risk Management Frameworks — 6 classes

- › 1.1 Define Key Components of Risk Management Frameworks
- › 1.2 Explore Different Types of Risk Management Frameworks
- › 1.3 Analyze the Role of Governance in Risk Management
- › 1.4 Identify Stakeholders in Risk Management Processes
- › 1.5 Assess the Importance of Continuous Improvement in Risk Management
- › 1.6 Develop a Risk Management Strategy for a Specific Scenario

• 2 Identifying and Assessing Risks in Organizations — 6 classes

- › 2.1 Define Risk: Understanding Organizational Context
- › 2.2 Identify Common Risks: Categories and Examples
- › 2.3 Conduct a Risk Assessment: Tools and Techniques
- › 2.4 Analyze Risk Impact: Severity and Likelihood
- › 2.5 Prioritize Risks: Developing a Risk Matrix
- › 2.6 Develop Action Plans: Mitigating Identified Risks

• 3 Developing Mitigation Strategies and Response Plans — 6 classes

- › 3.1 Identify Key Business Functions for Continuity Planning
- › 3.2 Assess Risks and Vulnerabilities in Operations
- › 3.3 Develop Mitigation Strategies for Identified Risks
- › 3.4 Create Comprehensive Response Plans for Disruptions
- › 3.5 Implement Training and Awareness Programs for Teams
- › 3.6 Evaluate and Update Continuity Strategies Regularly

• 4 Implementing Risk Management Protocols — 6 classes

- › 4.1 Identify Key Risk Areas and Stakeholders
- › 4.2 Analyze Risks Using Qualitative and Quantitative Methods
- › 4.3 Develop Comprehensive Risk Management Protocols
- › 4.4 Implement Control Measures for Identified Risks
- › 4.5 Monitor and Review Risk Management Processes
- › 4.6 Communicate Risk Management Strategies to Stakeholders

• 5 Monitoring, Reviewing, and Improving Risk Management Practices — 6 classes

- › 5.1 Assess Current Risk Management Practices
- › 5.2 Identify Key Performance Indicators for Risk Management
- › 5.3 Develop a Framework for Continuous Monitoring
- › 5.4 Analyze Data and Trends in Risk Management
- › 5.5 Implement Review Processes for Improvement
- › 5.6 Create an Action Plan for Enhancing Risk Management Strategies