

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22313 — Business Continuity Security and Resilience

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference SSR-PCR-22313 • ISO Security Safety & Risk

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AT A GLANCE

REFERENCE	SSR-PCR-22313
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Crisis Management Frameworks

5 chapters · 30 classes 65 marks

• 1 Understanding the Basics of Crisis Management Frameworks — 6 classes

› 1.1 Define Crisis Management Frameworks and Their Importance

› 1.2 Identify Key Components of an Effective Crisis Management Framework

› 1.3 Explore Different Types of Crisis Management Frameworks

› 1.4 Analyze Real-World Examples of Crisis Management Frameworks

› 1.5 Evaluate the Role of Leadership in Crisis Management

› 1.6 Develop a Mini Crisis Management Framework for a Case Study

• 2 Risk Assessment and Impact Analysis — 6 classes

› 2.1 Define key concepts in risk assessment and impact analysis

› 2.2 Identify potential risks to business operations

› 2.3 Analyze the impact of identified risks on organizational objectives

› 2.4 Evaluate existing controls and their effectiveness in mitigating risks

› 2.5 Develop a risk prioritization framework for decision-making

› 2.6 Create an action plan for addressing prioritized risks

• 3 Developing Effective Crisis Response Plans — 6 classes

› 3.1 Assess Organizational Vulnerabilities in Crisis Scenarios

› 3.2 Identify Key Stakeholders for Effective Crisis Management

› 3.3 Develop Comprehensive Crisis Communication Strategies

› 3.4 Create Actionable Response Procedures for Crisis Events

› 3.5 Establish Training and Drills to Test Response Plans

› 3.6 Evaluate and Update Crisis Response Plans Regularly

• 4 Crisis Communication Strategies and Stakeholder Engagement — 6 classes

› 4.1 Assess the Importance of Crisis Communication in Business Continuity

› 4.2 Identify Key Stakeholders in Crisis Situations

› 4.3 Develop Effective Communication Channels for Crisis Management

› 4.4 Create Targeted Messaging for Diverse Stakeholder Groups

› 4.5 Implement Active Listening Techniques During a Crisis

› 4.6 Evaluate the Effectiveness of Crisis Communication Strategies

• 5 Evaluating and Enhancing Crisis Management Frameworks — 6 classes

› 5.1 Identify Key Components of Crisis Management Frameworks

› 5.2 Assess Current Crisis Management Capabilities

› 5.3 Analyze Best Practices in Crisis Management Frameworks

› 5.4 Design Improvement Strategies for Existing Frameworks

› 5.5 Implement a Continuous Improvement Plan

› 5.6 Evaluate the Effectiveness of Enhanced Frameworks

• 1 Understanding Leadership in Business Continuity Management

— 6 classes

- › 1.1 Define Leadership Roles in Business Continuity Management
- › 1.2 Analyze Effective Leadership Styles for Crisis Situations
- › 1.3 Explore Team Dynamics and Their Impact on Resilience
- › 1.4 Assess Communication Strategies for Leadership in Emergencies
- › 1.5 Develop Action Plans for Leading a Business Continuity Team
- › 1.6 Implement Leadership Skills through Simulation Exercises

• 2 Building Effective Teams for Crisis Response — 6 classes

- › 2.1 Identify Key Roles in Crisis Response Teams
- › 2.2 Assess Team Members' Skills and Strengths
- › 2.3 Establish Clear Communication Protocols
- › 2.4 Foster Trust and Collaboration Within Teams
- › 2.5 Develop Crisis Response Scenarios for Practice
- › 2.6 Evaluate Team Performance and Adapt Strategies

• 3 Communication Strategies for Leadership During Disruptions — 6

classes

- › 3.1 Identify Key Communication Channels During Disruptions
- › 3.2 Develop Clear Messaging for Crisis Situations
- › 3.3 Establish Roles and Responsibilities in Communication
- › 3.4 Utilize Active Listening Techniques for Team Engagement
- › 3.5 Implement Feedback Mechanisms for Continuous Improvement
- › 3.6 Practice Scenario-Based Communication Exercises

• 4 Decision-Making Processes in High-Pressure Scenarios — 6

classes

- › 4.1 Analyze Decision-Making Models for High-Pressure Situations
- › 4.2 Evaluate the Impact of Stress on Decision Quality
- › 4.3 Identify Key Team Roles in Crisis Decision-Making
- › 4.4 Implement Scenario-Based Decision Simulation Exercises
- › 4.5 Develop Strategies for Effective Communication Under Pressure
- › 4.6 Reflect on Real-World Case Studies in Crisis Leadership

• 5 Cultivating a Resilient Organizational Culture — 6 classes

- › 5.1 Define Resilience and Its Importance in Leadership
- › 5.2 Identify Key Traits of a Resilient Organizational Culture
- › 5.3 Assess Current Team Dynamics and Identify Areas for Improvement
- › 5.4 Develop Strategies to Foster Open Communication and Trust
- › 5.5 Implement Training Programs to Enhance Team Resilience
- › 5.6 Evaluate and Adapt Leadership Approaches for Ongoing Resilience

• 1 Understanding Business Continuity: Concepts and Importance —

6 classes

- › 1.1 Define Business Continuity and Its Core Principles
- › 1.2 Explore the Key Components of a Business Continuity Plan
- › 1.3 Assess the Risks to Business Operations in Crisis Scenarios
- › 1.4 Identify Legal and Regulatory Requirements for Business Continuity
- › 1.5 Analyze Real-World Examples of Business Continuity Success and Failures
- › 1.6 Develop a Basic Business Continuity Strategy for Your Organization

• 2 Risk Assessment and Business Impact Analysis (BIA) — 6 classes

- › 2.1 Identify Key Risks in Business Operations
- › 2.2 Analyze Vulnerabilities in Organizational Processes
- › 2.3 Determine Impact of Disruptions on Critical Functions
- › 2.4 Evaluate Risk Scenarios Using Qualitative Analysis
- › 2.5 Prioritize Risks Based on Business Impact Ratings
- › 2.6 Develop Risk Mitigation Strategies for Resilience

• 3 Developing Business Continuity Plans (BCP) — 6 classes

- › 3.1 Identify Key Business Functions and Objectives
- › 3.2 Conduct Risk Assessments for Business Continuity
- › 3.3 Develop Strategies for Business Continuity Implementation
- › 3.4 Create a Business Continuity Plan Framework
- › 3.5 Establish Roles and Responsibilities in BCP
- › 3.6 Test and Review Business Continuity Plans Regularly

• 4 Testing, Training, and Exercising Business Continuity Plans — 6

classes

- › 4.1 Identify Key Components of Business Continuity Plans
- › 4.2 Explore Different Testing Methods for Business Continuity Plans
- › 4.3 Develop Scenarios for Effective Continuity Plan Exercises
- › 4.4 Conduct a Tabletop Exercise for Testing Preparedness
- › 4.5 Analyze Results and Gather Feedback from Exercises
- › 4.6 Implement Improvements Based on Testing and Training Outcomes

• 5 Continuous Improvement and Maintenance of Business Continuity Practices — 6 classes

- › 5.1 Analyze Current Business Continuity Practices
- › 5.2 Identify Gaps in Business Continuity Plans
- › 5.3 Implement Feedback Mechanisms for Improvement
- › 5.4 Develop Metrics for Measuring Continuity Effectiveness
- › 5.5 Conduct Regular Training and Simulation Activities
- › 5.6 Review and Revise Business Continuity Strategies

• 1 Understanding the Concept of Resilience in Business Continuity

— 6 classes

- › 1.1 Define Resilience in the Context of Business Continuity
- › 1.2 Identify Key Components of Organizational Resilience
- › 1.3 Analyze the Importance of Resilience in Crisis Management
- › 1.4 Explore Real-World Examples of Resilience in Businesses
- › 1.5 Assess Tools and Techniques for Building Resilience
- › 1.6 Develop a Personal Action Plan for Enhancing Business Continuity Resilience

• 2 Identifying Risks and Vulnerabilities for Effective Resilience

Planning — 6 classes

- › 2.1 Analyze Internal Business Operations for Vulnerability Identification
- › 2.2 Conduct External Environment Assessments to Identify Potential Risks
- › 2.3 Evaluate Historical Incident Data to Inform Future Resilience Strategies
- › 2.4 Prioritize Risks Based on Impact and Likelihood Assessments
- › 2.5 Develop Risk Profiles to Guide Resilience Planning Efforts
- › 2.6 Formulate Action Plans to Mitigate Identified Risks and Enhance Resilience

• 3 Developing and Implementing Resilience Strategies — 6 classes

- › 3.1 Assess Current Business Resilience Levels
- › 3.2 Identify Key Areas for Improvement
- › 3.3 Develop Tailored Resilience Strategies
- › 3.4 Engage Stakeholders in Strategy Development
- › 3.5 Implement and Monitor Resilience Strategies
- › 3.6 Evaluate Effectiveness and Adapt Strategies

• 4 Testing and Evaluating Resilience Measures — 6 classes

- › 4.1 Identify Key Resilience Measures for Evaluation
- › 4.2 Develop Testing Criteria for Resilience Measures
- › 4.3 Conduct Scenario-Based Testing of Resilience Strategies
- › 4.4 Analyze Results of Resilience Testing
- › 4.5 Identify Areas for Improvement in Resilience Measures
- › 4.6 Create an Action Plan for Strengthening Resilience

• 5 Cultivating a Resilient Organizational Culture — 6 classes

- › 5.1 Define Organizational Resilience and Its Importance
- › 5.2 Identify Key Characteristics of a Resilient Culture
- › 5.3 Assess Current Organizational Culture Against Resilience Standards
- › 5.4 Implement Strategies for Enhancing Employee Engagement and Buy-In
- › 5.5 Develop Training Programs to Foster Resilience Skills
- › 5.6 Create an Action Plan for Continuous Improvement in Resilience

• 1 Understanding Risk Management Frameworks and Standards — 6

classes

- › 1.1 Define Risk Management Frameworks and Their Importance
- › 1.2 Identify Key International Standards in Risk Management
- › 1.3 Explore the ISO 22313 Standard and Its Principles
- › 1.4 Analyze Different Risk Assessment Methods and Tools
- › 1.5 Evaluate the Role of Leadership in Implementing Risk Strategies
- › 1.6 Apply Risk Management Frameworks to Real-World Scenarios

• 2 Identifying and Assessing Risks in Business Operations — 6

classes

- › 2.1 Define Key Risk Concepts in Business Operations
- › 2.2 Identify Common Risks Faced by Businesses
- › 2.3 Conduct a SWOT Analysis for Risk Assessment
- › 2.4 Develop Risk Assessment Criteria for Operations
- › 2.5 Utilize Risk Assessment Tools and Techniques
- › 2.6 Create a Risk Mitigation Strategy based on Assessment Findings

• 3 Developing Effective Risk Mitigation Strategies — 6 classes

- › 3.1 Identify Key Risks in Business Operations
- › 3.2 Analyze the Impact of Identified Risks
- › 3.3 Develop Targeted Mitigation Strategies
- › 3.4 Prioritize Risks Using a Risk Assessment Matrix
- › 3.5 Implement Risk Mitigation Plans Effectively
- › 3.6 Review and Enhance Strategies for Continuous Improvement

• 4 Integrating Risk Management into Business Continuity Planning

— 6 classes

- › 4.1 Identify Key Risks for Business Continuity Planning
- › 4.2 Assess the Impact of Risks on Business Operations
- › 4.3 Develop Effective Risk Mitigation Strategies
- › 4.4 Integrate Risk Management Frameworks into Business Continuity Plans
- › 4.5 Monitor and Review Risk Management Practices
- › 4.6 Conduct a Risk Management Workshop for Stakeholders

• 5 Monitoring and Reviewing Risk Management Practices — 6 classes

- › 5.1 Identify Key Risk Indicators for Effective Monitoring
- › 5.2 Evaluate Current Risk Management Frameworks
- › 5.3 Implement Tools for Continuous Risk Assessment
- › 5.4 Analyze Data Trends to Enhance Risk Strategies
- › 5.5 Review and Revise Incident Response Plans
- › 5.6 Communicate Findings and Actions to Stakeholders

• 1 Understanding Stakeholders in Business Continuity — 6 classes

- › 1.1 Identify Key Stakeholders in Business Continuity Planning
- › 1.2 Analyze Stakeholder Needs and Expectations
- › 1.3 Assess the Impact of Business Disruption on Stakeholders
- › 1.4 Develop Effective Communication Strategies for Stakeholders
- › 1.5 Utilize Feedback Mechanisms to Engage Stakeholders
- › 1.6 Implement Continuous Improvement Practices for Stakeholder Communication

• 2 Effective Communication Strategies for Stakeholder Engagement

— 6 classes

- › 2.1 Identify Key Stakeholders for Communication
- › 2.2 Analyze Stakeholder Needs and Expectations
- › 2.3 Develop Tailored Communication Strategies
- › 2.4 Implement Effective Communication Channels
- › 2.5 Evaluate Communication Effectiveness with Stakeholders
- › 2.6 Adjust Communication Strategies Based on Feedback

• 3 Tailoring Messages for Diverse Stakeholder Needs — 6 classes

- › 3.1 Identify Diverse Stakeholder Groups and Their Needs
- › 3.2 Analyze Communication Styles for Effective Engagement
- › 3.3 Develop Tailored Messaging Strategies for Stakeholders
- › 3.4 Create Visual Aids to Enhance Message Clarity
- › 3.5 Practice Delivering Tailored Messages in Role-Playing Scenarios
- › 3.6 Evaluate Feedback to Refine Communication Approaches

• 4 Utilizing Technology in Stakeholder Communication — 6 classes

- › 4.1 Identify Key Technologies for Stakeholder Communication
- › 4.2 Analyze the Impact of Digital Tools on Communication Strategies
- › 4.3 Explore Best Practices for Virtual Meetings with Stakeholders
- › 4.4 Develop Effective Messaging Using Social Media Platforms
- › 4.5 Create Engaging Content for Diverse Stakeholder Audiences
- › 4.6 Evaluate Communication Outcomes through Technology Metrics

• 5 Evaluating the Effectiveness of Stakeholder Communication — 6

classes

- › 5.1 Identify Key Stakeholders and Their Communication Needs
- › 5.2 Analyze Current Communication Strategies and Tools
- › 5.3 Develop Metrics for Evaluating Communication Effectiveness
- › 5.4 Conduct Stakeholder Surveys to Gather Feedback
- › 5.5 Assess Feedback and Identify Areas for Improvement
- › 5.6 Create an Action Plan for Enhanced Stakeholder Communication