



ISO 37301 Compliance Management System Foundation

Course Introduction:

The ISO 37301 Compliance Management System Foundation course is designed to provide participants with a thorough understanding of the ISO 37301 standard and its significance in establishing effective compliance management within organizations. As regulatory landscapes become increasingly complex, organizations must develop robust systems to ensure adherence to legal and regulatory requirements while promoting ethical practices.

This course will explore the core principles and requirements of ISO 37301, guiding participants through the process of establishing, implementing, maintaining, and continually improving a Compliance Management System (CMS). Attendees will learn about the importance of leadership commitment, the context of the organization, and the identification of compliance obligations, all of which are vital for fostering a culture of compliance.

By the end of this course, participants will be equipped to contribute meaningfully to the development and implementation of a Compliance Management System within their organizations, enhancing resilience against compliance risks and promoting a culture of integrity. Join us in building your expertise in ISO 37301 to navigate the complexities of compliance in today's dynamic business environment.

Course Objectives:

Upon the successful completion of this course, each participant will be able to:-

- ✓ Understand the principles and requirements of ISO 37301.
- ✓ Learn to assess compliance risks and develop effective policies.
- ✓ Gain skills to implement, monitor, and improve a compliance management system.

Who Should Attend?

- Compliance officers and managers
- Risk management professionals
- Internal auditors and quality managers
- Executives and decision-makers in organizations

Course Outline:

Day 1: Introduction to ISO 37301

- **Morning Session:**

- Overview of ISO 37301 and its significance in compliance management
- Understanding compliance and its role in organizational governance
- Key concepts and definitions related to compliance management
- **Afternoon Session:**
 - Structure and requirements of ISO 37301
 - Benefits of implementing a compliance management system (CMS)
 - Case studies: Real-world compliance failures and lessons learned

Day 2: Context of the Organization

- **Morning Session:**
 - Understanding the organization's context and stakeholders
 - Identifying compliance obligations and requirements
 - Developing a compliance policy aligned with organizational objectives
- **Afternoon Session:**
 - Risk assessment for compliance: identifying and assessing risks
 - Workshop: Conducting a compliance risk assessment
 - Group discussion on organizational context and compliance challenges

Day 3: Leadership and Governance

- **Morning Session:**
 - Role of leadership in promoting a culture of compliance
 - Responsibilities of top management in the CMS
 - Effective communication strategies for compliance programs
- **Afternoon Session:**
 - Developing a governance framework for compliance
 - Workshop: Creating a leadership commitment statement
 - Interactive sessions on fostering a compliance culture throughout the organization

Day 4: Implementation and Operation

- **Morning Session:**
 - Key components of implementing the CMS
 - Training and awareness programs for employees
 - Due diligence procedures for third parties and business partners
- **Afternoon Session:**
 - Monitoring, reporting, and investigation procedures
 - Workshop: Developing training materials and tools for compliance
 - Best practices for operationalizing the CMS

Day 5: Performance Evaluation and Continuous Improvement

- **Morning Session:**
 - Monitoring, measurement, analysis, and evaluation of the CMS
 - Conducting internal audits and management reviews
 - Addressing non-conformities and implementing corrective actions
- **Afternoon Session:**
 - Continuous improvement of the compliance management system
 - Group project: Presenting a plan for CMS implementation
 - Course wrap-up, feedback session, and Q&A

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Fees:

To be advised as per course locations. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

