



ISO 37301 Compliance Management System Lead Implementer

Course Introduction:

The ISO 37301 Compliance Management System Lead Implementer course is designed to equip participants with the skills and knowledge required to effectively lead the implementation of a Compliance Management System (CMS) based on the ISO 37301 standard. In today's complex regulatory environment, organizations face increasing pressure to demonstrate compliance with legal and ethical standards. This course prepares professionals to address these challenges through a structured approach to compliance management.

Throughout the course, participants will explore the fundamental principles and requirements of ISO 37301, gaining insights into the critical role of a lead implementer in establishing, maintaining, and improving a CMS. The curriculum covers the complete implementation process, from conducting compliance risk assessments and developing policies to training employees and monitoring compliance performance.

Course Objectives:

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

- ✓ Understand the principles and requirements of ISO 37301.
- ✓ Develop skills to plan, implement, and maintain a Compliance Management System.
- ✓ Learn to conduct risk assessments, audits, and continuous improvement processes.

Who Should Attend?

- Compliance managers and officers
- Risk management professionals
- Internal auditors and quality assurance managers
- Executives responsible for governance and compliance

Course Outline:

Day 1: Introduction to ISO 37301 and Compliance Management

- **Morning Session:**
 - Overview of ISO 37301 and its importance in compliance management
 - Key concepts and definitions of compliance management
 - Understanding the benefits of implementing a Compliance Management System (CMS)
- **Afternoon Session:**
 - Structure and requirements of ISO 37301

- Roles and responsibilities of a lead implementer
- Case studies of successful CMS implementations

Day 2: Planning for CMS Implementation

- **Morning Session:**
 - Conducting a compliance context analysis
 - Identifying stakeholders and their needs
 - Developing a compliance policy aligned with organizational objectives
- **Afternoon Session:**
 - Risk assessment methodology for compliance: identifying and evaluating risks
 - Workshop: Conducting a compliance risk assessment
 - Setting compliance objectives and performance indicators

Day 3: Implementing the Compliance Management System

- **Morning Session:**
 - Key components of effective CMS implementation
 - Training and awareness programs for employees
 - Establishing procedures for due diligence with third parties
- **Afternoon Session:**
 - Developing communication strategies for compliance
 - Workshop: Creating training materials and conducting training sessions
 - Best practices for operationalizing the CMS

Day 4: Monitoring, Evaluation, and Improvement

- **Morning Session:**
 - Monitoring and measuring the effectiveness of the CMS
 - Internal audits: planning, conducting, and reporting
 - Management reviews: establishing a framework for evaluation
- **Afternoon Session:**
 - Addressing non-conformities and implementing corrective actions
 - Continuous improvement strategies for the CMS
 - Workshop: Developing an improvement plan based on audit findings

Day 5: Leadership and Culture of Compliance

- **Morning Session:**
 - Role of leadership in fostering a culture of compliance

- Strategies for promoting compliance awareness across the organization
- Engaging stakeholders and maintaining communication
- **Afternoon Session:**
 - Group project: Presenting a comprehensive CMS implementation plan
 - Course review and reflection
 - 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