



RISK MANAGEMENT (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Monitor, assess and manage risk
Unit Standard ID:	252025
NQF Level:	5
Credit Value:	8

INTRODUCTION

This learning programme is intended for all persons who need to monitor, assess and manage risk. This unit standard is intended for managers, although not exclusively, in all economic sectors. If managers, they would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.

At the end of this learning programme, the learner will be able to:

- Demonstrate an understanding of potential risks to a unit
- Identify potential risks and assess the impact thereof in a unit
- Develop contingency plans for managing risk
- Test and revise contingency plans

COURSE CONTENT

Understand Potential Risk to a Unit

- Concept of risk
 - Types of risk
 - Categories of risk
- Factors that could constitute risks to a unit
 - Financial risk
 - Asset risk
 - Acts and regulations related to risk management
- Role of organisational policies and procedures
 - Risk Management Policy
 - Risk Management Process
 - Risk Management Plan including risk rating

Identify Potential Risks and Assess Impact in a Unit

- Identify potential risk factors for critical processes
 - Risk description
 - Methods and techniques for conducting risk assessment
 - Risk assessment tools
 - Use of data
- Identify possible scenarios that could constitute a risk

- Perform an analysis to rate the impact of each scenario
 - Risk estimation
 - Probability theory
 - Risk profile
 - Risk evaluation

Develop Contingency Plans for Managing Risk

- Develop contingency plans in accordance with organisational policies and procedures
- Communicate contingency plans to relevant stakeholders
 - Risk reporting and communication
 - Internal Reporting
 - External Reporting
- Distribute and store contingency plans

Test and Revise Contingency Plans

- Test contingency plans
 - Monitoring and reviewing
- Document recommendations on improvements to contingency plans
 - Test and revise contingency plans

Appendices

- Appendix A: Example Risk Assessment for an Office Environment
- Appendix B: Mapping Techniques

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

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| ▪ Role plays | ▪ Demonstrations |
| ▪ Break-away sessions | ▪ Questionnaires |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation | ▪ Case studies |

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.



Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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