

## The Service Station

### Risk Management - 2 day Workshop

|                      |  |
|----------------------|--|
| Purpose of the event | The objectives of this workshop are for delegates to learn a process for managing risk and practise how to prepare the groundwork for undertaking activities with the minimum of surprises. The workshop provides a forum where the right questions can be asked to lay the groundwork for becoming a 'risk aware' organisation and emphasise the benefits of including all stakeholders in this process.  |
| Event objectives     | The output from the workshop will be captured and presented in a format suitable for producing a risk plan. By participating in this workshop staff will be better equipped to deal with the risks their activities may encounter. Risk management will protect your activities and inspire stakeholders who will appreciate their initiatives being run with professionalism and due diligence.   |
| About the workshop   | Ideally, the workshop will be based around the delegates' own activities, although some pre-defined scenarios will be used if no live cases are available. Practical exercises will contribute directly towards the delegates' understanding of the risk management process. This means that a significant amount of useful and valuable preparation can be performed and transplanted directly back into the delegates' own work environment.   |
| Who should attend?   | This workshop is primarily aimed at programme and project management teams and their senior managers who wish to understand their activities' exposure to risk and what can be done about them to benefit the project, programme, organisation and client. The workshop will also be appropriate for business managers and project sponsors.   |
| Topics include       | <ul style="list-style-type: none"> <li>• The nature of uncertainty</li> <li>• Estimating</li> <li>• Assumptions</li> <li>• Contingency</li> <li>• A process for Risk Management:             <ul style="list-style-type: none"> <li>• Context and Identification</li> <li>• Analysis and Prioritisation</li> <li>• Planning and Decisions</li> <li>• Monitoring and Control</li> </ul> </li> <li>• Developing a Risk Budget</li> <li>• Managing and communicating risks during delivery</li> </ul> |
| Format               | There will be a mix of theory (a little) and exercises (a lot). Delegates will be encouraged to participate and contribute in order to generate the information required to identify and analyse risks and produce mitigation strategies and action plans.   |
| About the instructor | This workshop is facilitated by John Humphries, an experienced risk management consultant with a wealth of experience. He will act as a catalyst to assist delegates in identifying their activities' exposure and generating a risk log, risk budget and action plan.   |
| The Service Station  | The Service Station is a supplier of professional services in the areas of Risk Management, Programme and Project Management, Bid Management, Training and Technical Writing.  |
| Contact details      | The Service Station, 15 Russet Drive, Shenley, Radlett WD7 9RH<br><a href="mailto:info@servicestation.co.uk">info@servicestation.co.uk</a> <a href="http://www.servicestation.co.uk">www.servicestation.co.uk</a><br>T: 01923 854 873 M: 07917 562 034   |