



This course aims to equip participants with the knowledge and skills to monitor, assess and manage risks within the work environment.

It is aimed at managers in different economic sectors. These managers would typically be second level managers such as heads of department, business unit heads as well as managers who may have more than one team reporting to them.

Course Objectives:

- Apply the principles of risk management within internal and external regulatory frameworks.
- Risk in the unit is managed by considering the impact and likelihood of a variety of internal and external factors.
- The learner is required to apply the learning in respect of his/her own area of responsibility.
- Environmental risk factors include systems, location and changes in the environment.
- Risks include financial risk, business process, occupational health, safety and environmental risks.
- Company policies include policies relating to Occupational Health, Safety and Environment.
- Strategies include mitigation, avoidance, elimination and acceptance.
- Contingency plans include tasks, responsibilities, time frames, resources and emergency procedures.
- The intended outcomes of the unit are achieved by applying accepted principles and practices of finance management.
- The intellectual assets of the unit are identified, developed and protected through the application of the principles of knowledge management.
- The desired outcomes of the unit are achieved within an individual ethical framework and according to the value system of the entity.

Course Outcomes:

Module 1:

Demonstrate an understanding of potential risks to a unit at the end of this module; the learner will be able to:

- Explain the concept of risk with reference to accepted theory and practice
- Identify and explain the factors that could constitute as a risk to a unit
- Explain the role of organisational policies and procedures in relation to risk management

Module 2:

- Identify potential risks and assess the impact thereof in a unit at the end of this module, the learner will be able to:
- Identify and document potential risk factors for critical processes in a unit
- Identify and document possible scenarios that could constitute a risk
- Evaluate and record the possibility of each scenario occurring for future use

- Perform and document an analysis to rate the impact of each scenario on a unit
- Determine the priorities resulting from the impact analysis and document it for implementation in the event of the risk materialising

Module 3:

Develop contingency plans for managing risk at the end of this module; the learner will be able to:

- Develop and document contingency plans in accordance with the entity's policies and procedures
- Communicate contingency plans to relevant stakeholders in accordance with the entity's risk management procedures
- Distribute contingency plans and store it in accordance with the entity's risk management procedures

Module 4:

Test and revise contingency plans at the end of this module, the learner will be able to:

- Test contingency plans in accordance with the entity's risk management procedures
- Document recommendations on improvements to the contingency plans in relation to the findings of the testing

Revise contingency plans to incorporate recommendations from the testing in accordance with the entity's policies and procedures the course will cover the following knowledge components:

- Relevant acts and regulations, including the Occupational Health and Safety Act
- Types of risk, including occupational health, safety and environmental risks, financial risks, fraud and theft of intellectual property
- Contingency strategies, including mitigation, avoidance, elimination and acceptance
- Methods and techniques for conducting risk assessment