

# Risk Management Skills

## Workshop-At-A-Glance

### Identifying Hazards and Risks

What is a Hazard & What is a Risk?

Consult with Employees

### Seeking Out Problems Before they Happen (I)

Unique to Your Business

Walk Around

Long Term and Short Term

Common Issues

### Seeking Out Problems Before they Happen (II)

Ask "What would happen if....?"

External Events & Worst Case Scenarios

Consequence Scale

### Everyone's Responsibility

See it, Report it!

If It Is Not Safe Don't Do It

Take Appropriate Precautions and Communications

### Tracking and Updating Control Measures

What is a Control Measure?

Your Business Procedures and Are They Adequate?

### Risk Management Techniques

Reduce, Transfer, Avoid, and Accept The Risk

### General Office Safety and Reporting

Accident Reports and the Accident Response Plan

Emergency Action Plan

Training and Education

### Business Impact Analysis

Gather Information and Identify Vulnerabilities

Analyze Information and Implement Recommendations

### Disaster Recovery Plan

Make It Before You Need It

Test, Update, and Repeat

Hot, Warm, and Cold Sites

Keep Documentation Simple and Clear

### Summary Of Risk Assessment

What are the Hazards and Who Might be Harmed?

Are Current Control Measures Sufficient?

If Not, Change Control Measures

### Wrapping Up

Words from the Wise

Lessons Learned



STRATEGY - MANAGEMENT - TRANSFORMATION

### Professional Training Series

Our training courses & workshops, combined with our interactive delivery methodologies create an environment that encourages learning and delivers the strategic tools that promote organizational performance.



### Workshop Purpose

*It is not possible to control or manage 100% of all risks, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important.*

*This workshop will help you to be aware of hazards and risks around the workplace. Limiting and removing potential dangers through Risk Assessment and management will be an incredible investment.*

### Workshop Format

Lecture, Interactive Discussions, Workshops, Hands-on Training

### Workshop Length

One (1) Day

### Continuing Education Units (CEU's)

Five (5)

### Workshop Pricing

Please contact us for workshop pricing, and group discounts.

### Contact Information

Phone: 760.438.4354

Email: [training@novusorigo.com](mailto:training@novusorigo.com)

For a list of all workshops, please visit

[www.novusorigo.com](http://www.novusorigo.com)

## Training Designed for the Real World

Novus Origo's professional training courses & workshops are interactive and utilize a multitude of instructional methods before class, during class, and "after" class to deliver successful learning that incorporates and leverages "real work" experiences. **We have over 200 training workshops, and if we don't have a class that you're looking for, we can create it for you.**

### The Novus Origo Workshop Difference!

- ✓ **Real World Instructors & Facilitators**
- ✓ **Multimedia Presentations with Animated Case Studies**
- ✓ **Group Discussions & Action Learning**
- ✓ **Interactive Icebreakers, Exercises, & Activities**
- ✓ **Quick Reference Job Aids**
- ✓ **Full Color Student Training Manuals**
- ✓ **Pre-Class Assignments**
- ✓ **Post Module Assessments**
- ✓ **Narrated Audio Version of Course for Student's Anytime "Take Along" Listening (soft skills attendees\*)**
- ✓ **Paperback Book Version of Course for Student's Anytime "Take Along" Reading (soft skill attendees\*)**

\* English Soft Skills Classes

### Sample of Workshop Curriculum — Project Management

	<b>Module One: Getting Started</b>  In the past few decades, organizations have discovered something important: principles that have been used to create success in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.  Project Management Institute	<b>Workshop Objectives</b>  Define projects, project managers, and project management processes. Understand the three phases of the PMBOK and PMI. Define the five process groups and how they relate to project management. Describe the triple constraint. Perform a project needs assessment, identify resources, and determine critical key performance indicators, including the statement of work, project management plan, and project charter.	<b>Pre-Assignment Review</b>  Think of a project that you are about to begin. It could be a work project, like putting a budget together, or a home project, like building a deck.  Take a moment now to think about the project. Keep it in mind during the day as it will help you identify practical applications for the tools and techniques that we discuss.	<b>Module Two: Key Concepts (I)</b>  Before we get started, let's make sure we all understand just what we mean by a project and by project management. We'll also look at what a project manager's role is.	<b>What is a Project?</b>  Clear goals Defined ownership/responsibility Timeline Dedicated team Defined methodology Controlled execution Completion evaluated based on original plan Linked to business objectives Supported by an organization's management team
1	2	3	4	5	6
<b>What is Project Management?</b>  Project management is the combined art and science of planning, organizing, and managing resources to get a particular project done on time, within budget, and with the results that the organization set out to achieve.	<b>What is a Project Manager?</b>  Key skills include of a Project Manager: <ul style="list-style-type: none"><li>• Leadership</li><li>• Negotiation</li><li>• Influence and persuasion</li><li>• Project management</li><li>• Communication</li><li>• Time management</li><li>• Stress and anger management</li></ul>	<b>Module Three: Key Concepts (II)</b>  This module will look at the Project Management Institute, a global project management group that publishes and promotes project management standards, and its core ideas.	<b>The Project Management Institute (PMI)</b>  Their core ideas include: <ul style="list-style-type: none"><li>• The Project Management Body of Knowledge (PMBOK), which we will discuss in a moment</li><li>• Five process groups, which outline the path a project should take</li><li>• Nine knowledge areas, which outline various parts of each process group</li><li>• The triple constraint, which illustrates how a project is balanced</li></ul>	<b>The Project Management Body Of Knowledge (PMBOK)</b>  The PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK) is the PMI bible. It includes a detailed overview of the processes and knowledge areas promoted by the PMI as best practice within the project management discipline.	<b>The Five Process Groups</b>  
7	8	9	10	11	12

### International Recognition

Novus Origo has received fourteen (14) international awards and recognition for our training development from the training industry's most prestigious organizations such as; *Brandon Hall*, *Interactive Media Awards*, *Horizon Interactive*, *E-Learning Media Group*, *Digital Health Awards*, and *Omni Awards*.

