

Introduction to Risk Management Training

What kind of course is it?

It is a combination of training in a small group (a 2-day course with a maximum of 4-5 participants) and private and confidential one-to-one coaching sessions via video calls (two 1 hour sessions before and after the group session).

Who is this training for?

It is for project manager and professional people who are interested in mastering the following:-

- Two crucial skills for successfully managing risk - 1) identifying what could go wrong before it happens, and 2) confidently being able to communicate with senior management. You'll be worth your weight in gold if you can master both. This training can show you how, and practice until you're good at it.
- Speaking with authority, confidence and with emotional intelligence so you can reassure others that you are a safe pair of hands.
- Learning how to impress senior managers. You'll become a more valuable when you can confidently & reliably anticipate problems before they occur so you can save projects from critical issues.
- AVOIDING painful awkwardness, embarrassment, anxiety and the frustration of conflict and friction if you have to explain why something went wrong that you hadn't anticipated.

Typical Obstacles

3 things can get in the way of anticipating, discussing and managing risk;-

1. Some people aren't experienced enough to know what might go wrong. They don't know where how to assess and prioritise the most important issues. This can be aided by having a more experienced colleague on the course they can learn from.
2. Having identified problems they aren't experienced to know what to do about it. Again, hearing how to handle situations from their team on this course can be extremely helpful.
3. Even when they are able to successfully identify risks and solutions some people are not confident about presenting in meetings in front of senior managers because they don't want to look incompetent or foolish when challenged with uncomfortable questions.

What skills does this risk management course teach?

- This training is designed to help project managers work out ahead of time things that could go wrong, and to plan possible options for each issue; to confidently present verbally in leadership meetings, so that rather than presenting problems you can instead speak enthusiastically about what you plan to do (or have already done) about it.
- Discover the exact steps you need to anticipate problems before they arise. Then demonstrate how you can reduce risk, or mitigate their consequences.
- Project managers will come to meetings prepared to speak about what you anticipate going wrong and plan to do about it. You'll be able to empathise with senior managers, and assertively propose sensible solutions.
- Project managers can earn praise and respect for pessimism, foresight and creativity, once you have the confidence to speak up about concerns skilfully. You won't need to be nervous about raising your head above the parapet if you can demonstrate your ability to tune in to what is important to senior managers.
- Although this training introduces the skills of **emotional intelligence**, further training in these skills, specifically with the application of managing upwards more successfully might also be of interest. The "Skills with People" emotional intelligence training course is a thorough way to develop and hone these skills. You'll be able to satisfy your manager that you are able to tune in to their wave-length with lots of practice at empathising in stressful situations. You'll also be able to encourage other people to take what you're saying more seriously by learning how to be assertive without sounding aggressive.

Why choose this risk management training course?

- This course is different because it adds a psychological aspect so that participants are not just shown how to make a plan in a theoretical or academic way. The trainer works with them individually to explore what has been preventing them from doing this already (obstacle analysis).
- The course then equips them to anticipate being challenged during meetings (by empathising with upper management), and to communicate convincingly, reassuringly and excitedly about how they can fix problems they anticipate (by being assertive), and have not just identified the risks, but can demonstrate how they have managed to reduce the risks.

Price, dates and location

The total price is £825 plus VAT per participant. Group size is limited to 4-5 participants per group. For the time being this course will run online due to Covid.

Risk Management Training Agenda

Stage one – Individual one-to-one coaching

- A preliminary private and confidential one-to-one coaching session over a video call for an hour each. The purpose is to diagnose each of your particular needs, gain your commitment to a challenging learning process, and begin in a safe and un-pressured atmosphere.
- We will identify your top problematic issues in the project flow. These would be among the most frequent things that go wrong. You'll then be briefed to be prepared to share your list with the rest of the group during the training course, including what is the worst-case scenario, and what would others do.

Stage two – A two day group training session

Day 1 – risk identification, brain-storming solutions & risk reduction (better analysis)

- You will be shown how to draw up a basic 5x5 risk matrix chart plotting likelihood of something going wrong against the severity of the consequences if it does go wrong. The matrix will allow each issue to be allocated a score out of 25 indicating how serious it is. You will then apply a list of your most common problems, and discuss the most important issues with the group as part of a group discussion.
- The group will then brain-storm solutions for each of the problems you have identified. You will then re-apply the risk matrix to show how the solutions successfully reduce the risk score.

Day 2 – taking part in meetings more successfully (better communication)

- You will practice how to demonstrate that you are able to think about each issue from the point of view of senior management, and what they need. You will practice empathising with senior management for each of the risks. What do the senior managers worry about? What is their thought process? Who do they report to and what do those people care about? The key to your success is understanding it from the point of view of senior management and how to present it reassuringly.
- You will practice assertively and enthusiastically describing how you can prevent problems arising, or how they spot them on the horizon and can then act to prevent damage. You will rehearse how to present your most critical problems to the senior management.
- You'll then create your own personal action plan. You will answer the question “what will I do next in order to be better at minimising risks in the future?”
- In these group training sessions participants do not sit passively listening to theoretical lectures. You develop skills through repeated practice, feedback, and coaching. This is supplemented by discussion of the principles involved so that you have a chance to develop both skill and understanding.

Stage three – follow-up one-to-one coaching

- About 6 weeks after the 2-day group session you will receive a private and confidential one-to-one coaching session over video call. Before you're your manager will be asked for feedback on progress achieved as a result of the training. The period between the training day and the follow-up individual sessions will allow you time to practice using your skills. The purpose of these follow-up sessions would be to identify and overcome any obstacles you might encounter in applying what you have learnt.

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