

Operation Department Risk Management

4 Week Training Workshop

- ✓ **Assisting Strategic Decision Making**
- ✓ **Failure Proofing Methods**
- ✓ **Assuring Achievement of Set Objectives**
- ✓ **Reducing Legal Liability**
- ✓ **Maximizing Profits through Taking Calculated Risks**
- ✓ **Risk Knowledge System**

A 4 Week Training Program

Program Overview

This program provides the participant a range of practical skills to analyze and understand Operation Department risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participant's department/organization.

Participant will take away a detailed understanding of the step-by-step methodology for preparing Operation Department risk management plan.

PROGRAM CONTENT

1. Understanding Operation Department risk management
2. Operation Department risk management vocabulary
3. Understanding the Operation Department business environment and context
4. Comprehensive identification of known, emerging and hidden Operation Department risks
5. Determining Operation Department risk appetite
6. Analyzing the Operation Department risks
7. Evaluating the Operation Department risks
8. Preparing Operation Department risk treatment recommendations
9. Approved Operation Department risk treatment plans
10. Analyzing the residual risks after treatment plan
11. Preparing an Operation Department risk control plan
12. Controlling the Operation Department risks
13. Management reporting of Operation Department risk status
14. Coordinating with & consulting stakeholders
15. Getting management commitment for Operation Department risk management
16. Setting up and using an Operation Department risk management team
17. Setting up a good management system framework of Operation Department risk management
18. Setting up a Operation Department risk management knowledgebase
19. Personalized Operation Department risk management assignment/workshop
20. Setting up Early warning system to Provide Decision Support Data

Workshop 1

Outline Action Plan to Implement Program
Communicated Good and Best Practices

Operation Department Risk Management Training Program (XRM963-4)

Workshop 2

Advanced Topics? More Details on Some Above Issues Important for Participants (Customized for each Participant Group)

Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the IP Processes

Performance Management System to Measure Level of Performance in the Above Processes? we will develop the KPIs for the Above Processes

Planning & Implementing a Departmental/Functional Knowledge Base? For IP Rights and Methods? Key to Achieving Quality Service

Performance/Repeatability and Superior Performance in Our Organization

Your Individualized Action Plan for Implementing Good Practices and Best Practices Discussed throughout the Program

Enhanced Program Recommendations

Workshop 3

Advanced Issues 2

Setting up Early warning system to Provide Decision Support System

Workshop 4

Aligning Performance to Organizational Vision, Mission & Strategic Objectives

Your Individualized Action Plan for Leadership in Your Department/Section/ Function

Workshop 5

Integrating the Individualized Action Plans

Implementing the Integrated Individualized Action Plans

Performance Management System for Your Department/Section/ Function

Program Outcomes and Takeaways

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues

so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.

3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment
 3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices
 5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations

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3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.
4. Euro Training instructors often act as mentors for the participants. It's the most effective way to ensure effective competency development and the subsequent application of those competencies on the job, by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans).

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal & external)
2. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
3. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them

identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

For Latest Program Schedule Email:

xrm963-4@EuroTraining.com

www.eurotraining.com/bro/xrm963-4.php

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REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$173,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$19,580 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

REGISTRATION FORM

Program:	Operation Department Risk Management Training Workshop (XRM963-4)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr./Ms./Mrs.	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

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