

Training  
Course

## Risk Plans & Register

## Course Plan

### Introduction

Effective risk management requires not only identifying and assessing risks but also developing structured risk plans and maintaining a comprehensive risk register. The “Risk Plans & Register” course offers participants practical tools and frameworks to systematically document, track, and manage risks throughout a project or organizational operation. Through real-world examples and interactive exercises, participants will learn how to build risk response strategies, monitor risk progression, and create dynamic risk registers that serve as essential decision-making tools.

### Course Objectives:

- ✓ Understand the importance and role of risk plans and registers in risk management.
- ✓ Learn how to design, develop, and maintain a professional risk register.
- ✓ Identify, analyze, and categorize risks systematically.
- ✓ Develop detailed risk response strategies (avoidance, mitigation, transfer, acceptance).
- ✓ Establish ownership and accountability for risk actions.
- ✓ Integrate risk planning and registers into project and organizational workflows.
- ✓ Use risk registers as live tools for decision-making, reporting, and auditing.

## Who Should Attend?

- Risk Managers and Risk Officers
- Project Managers and Program Managers
- Compliance and Governance Professionals
- Engineers, Construction Managers, and Operational Leaders
- Financial Analysts and Strategic Planners
- Quality and Safety Management Professionals
- Anyone involved in managing risks within projects or business operations

## Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

## Course Outline:

### Day One

- Introduction to Risk Management Frameworks
- Role of Risk Plans and Registers in Risk Management
- Components and Structure of a Risk Plan
- Elements and Format of a Risk Register
- Identifying Risks: Methods and Best Practices

### Day Two

- Categorizing Risks (Strategic, Operational, Financial, Compliance, Reputational)
- Risk Descriptions: Writing Clear and Effective Risk Statements
- Qualitative and Quantitative Risk Assessments for the Register
- Probability and Impact Evaluation
- Risk Scoring Systems and Prioritization

### Day Three

- Assigning Risk Owners and Responsibilities
- Developing Risk Response Plans (Avoid, Mitigate, Transfer, Accept)
- Tracking Risk Status and Progress
- Setting Risk Triggers and Early Warning Indicators
- Updating and Maintaining the Risk Register Dynamically

### *Day Four*

- Risk Monitoring and Control Techniques
- Integration of Risk Plans with Project Plans and Business Strategies
- Using Risk Registers for Reporting to Stakeholders and Leadership
- Communication Strategies for Risk Updates and Escalations
- Tools and Software for Managing Risk Registers (Excel, Specialized Risk Tools)

### *Day Five*

- Auditing and Reviewing Risk Plans and Registers for Compliance
- Case Studies: Effective Use of Risk Plans and Registers in Projects
- Challenges and Pitfalls in Maintaining Risk Registers
- Continuous Improvement in Risk Documentation and Planning
- Future Trends: Digitalization and Automation in Risk Management

## Training Details

Course Duration	5 Days
Pre-Schedule	10 – 14 August 2025
Venue	Dubai – The H Hotel
Training Fees Per Person	KWD 1600 ( One Thousand Six Hundred Only )
Course Fees Include	<ul style="list-style-type: none"> <li>✓ Tuition documentation</li> <li>✓ Curriculum and Training Handout</li> <li>✓ Five star Lunch</li> <li>✓ Completion Certificates</li> </ul>