

# Management of Risk and Uncertainty (MoRU)

## Training Courses 2010

A two-day certified risk management training programme

accredited by the Institute of Risk Management  
and delivered in Scotland by Offrisk Consulting



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# Management of Risk and uncertainty

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## The MoRU Training Programme

Without question, the effective management of risk is an increasingly vital leadership skill in all sections of the economy.

For managers responsible for enhancing performance and implementing effective corporate governance within your organisation, an understanding of risk management concepts and terminology is essential.

Management of Risk and Uncertainty (MoRU) has been designed by the Institute of Risk Management (IRM) to address this need and is delivered by a limited number of approved and licensed, specialist providers. The course provides a raised awareness of risk management and corporate governance. It explores the processes and techniques available to identify and successfully assess, treat and control the risks within an organisation.

Delegates are introduced to the Risk Management Standard, developed through collaboration between the UK's major risk organisations including the Institute of Risk Management, The Association of Insurance and Risk Managers and The National Forum for Risk Management in the Public Sector.

The standard is used to structure our approach and the course underpins the theory with a wide range of examples and case studies to explain the practical knowledge and skills required to make a successful Risk Manager. Reference is also made to the new BS31100 Risk Management Standard.

The course will be presented by Graham Offord and Laura Anne McMahon who have over 20 years' experience in managing risk, in banking and insurance and as consultants working within all sectors of private industry, commerce, not for profit and public sector organisations including the NHS, local authorities, police and fire and rescue services.

Offrisk Consulting believes in a practical approach to risk, combining its experience with theory and case studies to establish effective management solutions.

At the end of each course, a short assessment is set and delegates receive a Certificate of Achievement signed jointly by the training provider and the IRM.

## Who should attend?

The programme is suitable for all business sectors and has been prepared for those interested in the management of risk and who wish to improve their understanding and skills. The MoRU programme will particularly benefit:

- Directors and senior managers with responsibility for implementing corporate governance and internal control systems
- Professionals responsible for managing risk in their operational roles:
  - Business managers seeking greater awareness and to develop their risk management knowledge and skills
  - Managers in the public sector: including local authorities, housing associations, the NHS, MoD, police and fire and rescue
  - Project, programme and change managers and business continuity, environmental and health and safety specialists
  - Insurance managers, brokers and underwriters, solicitors, accountants and internal auditors
  - Individuals new to risk management or considering entering the profession.

## Booking your place

Reserve your place by post, phone, email or visit our website. Our contact details are listed below and a booking form is included in this brochure.

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## Course overview

The course is delivered through six sessions over two days. Each session is designed to provide background knowledge and understanding and develops student skills with practical case studies and group exercises. Delegates can expect to develop their appreciation and confidence in applying the skills learnt and will be encouraged to discuss their own experiences, considering how risk management and corporate governance can be embedded in their own organisations.

<b>D</b> <b>a</b> <b>y</b>  <b>O</b> <b>n</b> <b>e</b>	<i>Commencing 09.15 hrs and finishing at 16.45 hrs</i>	
	Session One	<b>Risk Management Emergence, Scope &amp; Purpose</b> <ul style="list-style-type: none"><li>• Emergence of risk management in the UK</li><li>• Definition of Risk</li><li>• Sources of risk / scope of risk management</li><li>• The role of the risk management function</li><li>• Purpose and benefits of risk management</li><li>• Introduction to the Risk Management Standard</li></ul>
	Session Two	<b>Risk Assessment, Analysis and Evaluation</b> <ul style="list-style-type: none"><li>• Definition of risk assessment</li><li>• Risk identification and assessment methods and techniques</li><li>• Practical application of flowcharts, brainstorming and risk profiling</li><li>• Integration into the Business Process</li></ul>
	Session Two a	<b>Risk Perception &amp; Communication</b> <ul style="list-style-type: none"><li>• Nature of the risk</li><li>• Consequences of the risk</li><li>• Management of the risk</li></ul>
	<i>Commencing 09.15 hrs and finishing at 16.30 hrs</i>	
	<b>D</b> <b>a</b> <b>y</b>  <b>T</b> <b>w</b> <b>o</b>	Session Three
Session Three a		<b>Business Continuity Management</b> <ul style="list-style-type: none"><li>• Business continuity planning</li><li>• Reducing the impact</li><li>• Civil Contingencies Act 2004</li></ul>
Session Four		<b>Risk Treatment and Risk Financing</b> <ul style="list-style-type: none"><li>• Concept of risk financing and total cost of risk</li><li>• Risk financing techniques: transfer, retention and insurance</li></ul>
Session Five		<b>Corporate Governance, Reporting, Monitoring and Embedding</b> <ul style="list-style-type: none"><li>• Development of UK corporate governance codes and requirements for the private and public sectors</li><li>• The Combined Code and reporting requirements</li><li>• Why communication, monitoring and review are critical</li><li>• Embedding risk management culture in the organisation</li></ul>
Session Six		<b>Assessment</b>

# Management of Risk and uncertainty



## Training fees

The cost for each delegate is £495.00 plus VAT.

This includes refreshments and lunch for each day, the course handouts and access to our 20 day Offrisk Advice line.

For 20 days after the course delegates can phone or email us to obtain further advice regarding the content and application of the course when back in place at their own organisations. Queries will be responded to within 48 hours.

Delegates should note that this is not a residential course. Course venues will be centred in the central belt of Scotland and within travelling distance of Glasgow and Edinburgh.

If, however overnight accommodation is necessary, please contact us and we will assist you with your requirements. All confirmed delegates will receive full joining instructions and directions on receipt of payment.

## In-house courses

Where an organisation has a number of delegates a cost effective solution worth considering is an "in-house" course where we can tailor material to your specific needs. This can be particularly useful where an organisation is in the process of embedding risk management within its culture.

In-house delivery of the MoRU course can be provided for £435 per delegate, exclusive of venue hire, equipment and catering. Recent in-house courses have been provided to an IM&T Team at a major Financial company.

## Course Schedule

Our schedule of MoRU courses for 2010 is set out below. Places are offered on a first-come, first-served basis and are available to delegates from any organisation:

 Thu 11th and Fri 12th February 2010  
Medical and Dental Defence Union of  
Scotland, Mackintosh House, 120 Blythswood St  
Glasgow, G2 4EA

 Thu 22nd and Fri 23rd April 2010  
Pentlands Science Park  
Bush Loan, Penicuik, Nr Edinburgh  
EH26 0PZ

 Thu 26th and Fri 27th August 2010  
Medical and Dental Defence Union of  
Scotland, Mackintosh House, 120 Blythswood St,  
Glasgow, G2 4EA

 Thu 21st and Fri 22nd October 2010  
Pentlands Science Park  
Bush Loan, Penicuik, Nr Edinburgh  
EH26 0PZ

## Further Information

More information on the MoRU course can be found on our website at [www.offrisk.com](http://www.offrisk.com) or at the Institute of Risk Management's site at [www.theirm.org](http://www.theirm.org). Should you wish to discuss suitability, details of our other courses, please call us on 0141 563 9747.

## What our clients say

“Excellent training skills and obviously very knowledgeable ...”

“Cracking examples - real eye openers.”

“The course was just as anticipated and was pitched at the right level for my expertise.”

“Very much enjoyed the session and took a lot from it. If I am being honest I wasn't too excited about it at first as 'risk' always seems so negative but the session proved me wrong and hopefully we will have an effective session in May with my whole team getting enthusiastic about taking risks!”

## About Offrisk Consulting

Offrisk is a professional business continuity and risk management consultancy. We are headquartered in Glasgow, Scotland and have clients throughout the UK and Ireland.

Formed in 2002, Offrisk has worked with clients across all sectors to:

- Develop effective **risk governance**
- Deliver robust and comprehensive **business continuity** plans
- Prepare organisations through continuity planning and **exercising**
- Provide high-quality **risk management education** services.

Today Offrisk is in the enviable position of having worked as Business Continuity consultants to six of Scotland's eight Fire and Rescue Services, numerous UK Police Constabularies, retailers including Lloyds Pharmacy, the LVMH Group and Moët Hennessy UK, NHS Trusts including continuity planning for major community hospitals, the Royal Veterinary College, the Northern Lighthouse Board and specialist firms including Hymans Robertson, Moredun, Invitrogen and the Howden Group.

We look forward to welcoming you on the MoRU course in the near future.

## About the IRM

The Institute of Risk Management is the professional education body for risk management.

A not-for-profit organisation, the Institute is governed by practising risk professionals and has strong links to leading universities and business schools worldwide. With risk management being a multi-disciplinary field, the Institute also works closely with other specialist institutes and associations, seeking to represent an increasingly broad and diverse set of stakeholders.

The worldwide membership is drawn from industry, commerce, consultancy and the public sector. Members have backgrounds in many different risk-related disciplines from accountancy to project management and law to banking.

The Institute offers a range of training and qualifications including the MoRU Course which provides an excellent foundation for further study and introducing students to the themes and aims of the Certificate and Diploma in Risk Management.

The Institute's key objectives are:

- **Education** – flexible routes to professional qualification and training in risk management
- **Qualifications** – allow individuals to gain an internationally-recognised qualification and develop their risk management skills
- **Good Practice** – promoting technical and ethical good practice
- **Partnership** – working with others to promote and further the interests of professional risk management.



# Management of Risk and uncertainty

## Course Booking Form

Please use one form per delegate. Fill out this form and return it to Offrisk Consulting Ltd with full payment / details by:

**Email** - enq@offrisk.com

**Post** - Offrisk Consulting Ltd, 29 Milngavie Road, Glasgow, G61 2DW

### Management of Risk and Uncertainty Course dates (please tick):

<input type="checkbox"/>	Thu 11th and Fri 12th February 2010	<input type="checkbox"/>	Thu 22nd and Fri 23rd April 2010
<input type="checkbox"/>	Thu 26th and Fri 27th August 2010	<input type="checkbox"/>	Thu 21st and Fri 22nd October 2010

\*£25 discount will be applied when booking 2 or more delegates from the same organisation or for delegates studying for an IRM qualification

### Contact details

Title _____ Forename _____	Surname _____
Position _____	Organisation _____
Address _____	
_____	Postcode _____
Telephone _____	Email _____
Billing Address (if different from above) _____	

### Special requirements

<input type="checkbox"/>	Dietary _____
<input type="checkbox"/>	Access _____
<input type="checkbox"/>	Please speak to me about accommodation requirements
<input type="checkbox"/>	Other _____

**Payment method** all fees must be received in full prior to registration

<b>Option 1 Cheque</b>
<input type="checkbox"/> I enclose a cheque made payable to <b>Offrisk Consulting Ltd</b>
<b>Option 2 BACS</b>
<input type="checkbox"/> I would like to make a bank transfer—If you tick this option we will forward you our bank details
<b>Option 3 Invoice</b>
<input type="checkbox"/> Please invoice my company A purchase order number must be provided _____

## **Terms and conditions**

### **Reservations**

Provisional bookings may be made by telephone, but must be confirmed by completing the booking form and returning it by email or post.

### **Fees**

Except where otherwise stated the delegate fee is £495.00 plus VAT. This fee covers all catering (lunch and all-day refreshments) and all workshop materials (extensive workbook).

All fees must be received in full at the time of registration. We are unable to confirm bookings until full payment has been received. Offrisk reserves the right to refuse admission to the course until payment is received.

### **Delegate Joining Instructions**

Delegate joining instructions will be sent out as confirmation of receipt of payment. If you have not received these five days before the course you should contact Offrisk to make sure payment has been received.

### **Venue**

A map of the venue will be sent with the delegate joining instructions.

Offrisk will make accommodation arrangements on your behalf if requested but is not acting as an agent for the accommodation provider or the delegate. Delegates must settle their full account with the accommodation provider when they check out. All charges by the accommodation provider for alternations or cancellations will be the responsibility of the delegate and charged to the credit card number provided by them.

### **Course Handouts**

All course handouts are copyright and may not be reproduced without permission.

### **IRM Certification**

No refund can be given if a delegate fails to reach the required standard to pass.

### **Cancellation**

A 50% refund will be made for cancellations received in writing 28 days before the course date. No refunds can be made for late cancellations or non-attendance. No charge will be made for substitute delegates.

Offrisk reserves the right to cancel or move the course but will endeavour to inform you as soon as possible in any such instance. Cancellations will usually only take place in the event of less than four delegates booking for the same course. In this instance you will be offered a place on the next available course date. If this is not convenient a full refund will be given.