



# ALARM

embrace risk

## RISK MANAGEMENT COURSE INFORMATION

### On-line course format

The course is delivered over two live on-line modules, each module requires attendees to undertake some off-line course work before attending the module.

#### Module 1

##### **Pre-course off-line assignment**

- Task 1 - Risk Identification - allow approximately 30 minutes

##### **On-line content - approximately 3 hours**

- Why manage risk?
- Key drivers, definitions and standard

Short break

- How to manage risk - Part 1
- Risk management process including tools and techniques

#### Module 2

##### **Pre-course off-line assignments**

- Task 2 - Risk assessment - allow approximately 30 minutes
- Task 3 - Embedding risk management case history - allow approximately 15 minutes

##### **On-line content - approximately 3 hours**

- How to manage risk - tools and techniques Part 2
- Risk management process, tools and techniques continued
- Business continuity management

Short break

- Making risk management work for your organisation
- Embedding risk management, roles and responsibilities
- The 'business case' for good risk management.

### Technical instructions

The on-line training modules will be delivered using Zoom. To attend the course you will need to have good broadband connection and a device (desktop, laptop or tablet) that has a camera, a microphone and is able to connect to Zoom.

We do not recommend attending the course using a mobile phone.

You will need to download the **free** version of the Zoom application onto your device prior to the course and gain familiarity with the following basic functions

- mute / unmute your microphone
- turn on your camera
- switch between speaker and gallery view
- open the 'chat' function and enter a comment
- locate and use the 'raised hand' function

There is wealth of [on-line support](#) available for using Zoom.



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### Zoom etiquette

As video chat and conferencing becomes our 'new normal' so too does a whole new set of rules with regards how we conduct ourselves during on-line meetings and training courses. To help ensure all attendees are able to enjoy a worthwhile training experience the following rules will apply:

- Please be punctual. To avoid being late take a few minutes ahead of the start time to test your settings and re-check your internet connections.
- Please be familiar with the basic settings. It is not fair to others if the tutor has to spend a great deal of time trying to assist you to use the basic settings so make yourself familiar before the course starts and if you have problems leave the meeting and contact the ALARM office.
- The tutor will 'mute all' when screen sharing for the PowerPoint presentation elements of the course
- During the PowerPoint presentation use the chat function to ask a question or make a comment. The tutor will review these frequently.
- You will be asked to unmute yourselves during general feedback sessions but if noise in the background interferes you will be asked to mute yourself again and unmute to contribute
- During general discussion sessions try not to talk over other participants. Learn to pause and listen. If you want to comment use the raised hand icon and the tutor will call upon you to speak
- There is a place and time for the virtual backgrounds. If these become distracting the tutor may ask that you change or remove a background.