

Risk Management



A 1 day seminar and workshop

Thursday 16 March 2006

Wednesday 27 September 2006

The Institute of Chartered
Secretaries and Administrators
16 Park Crescent
London
W1B 1AH

This one-day seminar is aimed at senior secretarial officers or experienced support staff. This seminar is practical, offering delegates the opportunity to recognise and remediate risks in your own organisation.

Programme

09.00 Registration and tea/coffee

09.30 Introduction

- Outline for the day
- Review of what delegates would like to get from the seminar

09.50 Risk Management

- Why manage risks?
- Ways of dealing with risks
- Risk identification exercise
- What to do when assigned risks to manage

11.00 Tea/coffee

11.15 Risk Management

- Risk chart exercise
- How to determine when a risk is "economical to control"
- The Turnbull Report

11.45 Contingency Planning

- Why bother with contingency planning?
- How to prepare a contingency plan

12.30 Lunch

13.15 CASE STUDY exercise

14.30 Crisis Management

- What is a crisis?
- Essence of crisis management

15.00 Tea/coffee

15.15 Crisis Management

- Planning to manage a crisis
- Communicating in a crisis
- Case studies

16.30 Questions

16.45 Close

Who Should Attend?

- Company Secretaries
- Assistant Company Secretaries
- Finance Directors
- Chief Accountants
- Project managers and project team members
- HR and Personnel Directors
- Accountants
- Business Analysts
- Risk managers
- Individuals with a responsibility for risk management

Speaker

Jean-Francois Lowes BSc MBA, ACMA, Jean-Francois is a qualified management accountant with specific expertise in supply chain issues and business process engineering within such blue chip companies as Boots and Safeway. In addition, as one of Ashton Court's senior consultants, Jean-Francois has worked on several business continuity and risk management projects for organisations such as Royal & SunAlliance and Egg.

**CPD: ICSA, ILEX & Law
Society Accredited 6 Hours**

