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COURSE BROCHURE

# Departmental Risk Champion Training Course

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New York

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Registered in the United Kingdom and Saudi Arabia

# Departmental Risk Champion Training Course

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Departmental Risk Champion is a 1-week training course for departmental risk champions and line managers who carry risk duties inside a single unit, and it builds a named work product: the Unit Risk Register and Escalation Pack. Organisations now expect risks to be spotted and owned where work happens, not only by a central risk function. Jupiter Prime Training delivers this Departmental Risk Champion course for that frontline role.

## Why Departmental Risk Champion Matters Now

Three forces shape the champion role today. Boards and audit committees ask for evidence that risk information travels from operating units upward without delay. Central risk teams are small, so they rely on a network of champions to keep registers alive between reviews. Units that handle this well escalate early; units that handle it badly learn of exposures through incidents. The course rests on widely used international guidance for risk management and on the common practice of separating risk ownership from independent oversight.

## Who Gains Most from Departmental Risk Champion

- People who coordinate risk identification within an operating department or site
- Supervisors who own day-to-day controls over processes, assets or service lines
- Staff who maintain the unit risk register and prepare periodic risk returns
- Project and operations leads who must escalate emerging threats to senior managers
- Specialists in quality, safety or finance who act as the risk contact for their team

A department that sends its champion together with two or three line managers gains most, leaving with one shared register and rating scale.

## Departmental Risk Champion Capabilities

Participants leave able to run the local risk cycle from first conversation to escalation note.

- Facilitate a structured risk identification session with colleagues — the unit's list of priority threats
- Write risk statements in cause, event and consequence form — the register owner and reviewers
- Apply the organisation's likelihood and impact scale consistently — comparison across departments
- Assign treatment owners and realistic action dates — line managers accountable for controls
- Test whether existing controls work as described — decisions on extra treatment
- Communicate escalation notes that senior managers can act on — the central risk function

## Key Departmental Risk Champion Terms

- Risk champion — a named person in a unit who coordinates risk identification, register upkeep and escalation.
- Risk owner — the manager accountable for a specific risk and the decision to accept or treat it.
- Inherent rating — the likelihood and impact score of a risk before any current control is taken into account.
- Residual rating — the score that remains once existing controls are judged on how well they actually operate.
- Key risk indicator — a measurable signal, such as backlog or overtime, that warns a risk is moving towards its limit.
- Escalation threshold — the rating or trigger at which a unit must pass a risk to a higher level for decision.

## Departmental Risk Champion Day by Day

### Day 1: The Champion Role in the Organisation

- Lines of Ownership and Oversight — Where the Champion Sits
- Champion Role Charter — Duties Agreed With the Line Manager
- Organisational Risk Policy and Appetite Statement — Local Limits
- Unit Objectives Mapping — Which Goals Risks Can Disrupt
- Champion Network Calendar — Timing of Register Returns

### Day 2: Finding Risks Where Work Happens

- Risk Identification Session Design — Choosing Participants and Prompts
- Process Walk-Through and Hazard Spotting — Hidden Operational Weak Points
- Cause, Event and Consequence Statements — Clear Register Entries
- Incident and Near-Miss Records — Evidence for Recurring Exposures
- Supplier and Interface Prompts — Risks Arising Outside the Unit

### Day 3: Rating and Testing Controls

- Likelihood and Impact Scales — Consistent Scoring Across Departments
- Inherent Versus Residual Rating — Credit Given to Controls
- Control Walk-Through Testing — Whether Controls Operate as Written
- Heat Map Construction — Visual Priorities for Unit Meetings
- Calibration Discussion — Resolving Rating Disagreements Between Colleagues

### Day 4: Treatment, Indicators and Escalation

- Treatment Options Grid — Avoid, Reduce, Share or Accept
- Action Plan With Named Owners — Accountability for Each Treatment
- Key Risk Indicator Selection — Early Warnings Worth Tracking Monthly
- Escalation Thresholds and Routes — When Risks Leave the Unit
- Escalation Note Structure — Information Senior Managers Need to Decide

## Day 5: Practising the Unit Risk Register and Escalation Pack

- Live Identification Session Rehearsal — Applying Day Two Prompts
- Register Peer Audit — Testing Statements and Ratings From Day Three
- Treatment Progress Review Meeting — Chasing Owners Using Day Four Plans
- Reporting Cycle Simulation — Quarterly Return to the Central Function
- Unit Risk Register and Escalation Pack — Final Draft for Sign-Off

## Applying Departmental Risk Champion After the Course

- Run one risk identification session with your unit and refresh at least ten register entries in cause, event and consequence form.
- Set two key risk indicators with escalation thresholds and present the first monthly reading to your line manager.

## Departmental Risk Champion Questions FAQ

### What is a departmental risk champion and why does the role matter now?

A departmental risk champion coordinates risk identification, register upkeep and escalation inside one unit. The role matters now because central risk teams are small and boards expect early, reliable warnings from the places where operational exposures first appear, such as a hospital ward or a logistics depot.

### Which roles gain most from departmental risk champion training?

Newly appointed champions and the line managers they support gain most. Supervisors who already hold the unit register also benefit from a shared rating scale and clear escalation routes.

### How does departmental risk champion training differ from an enterprise risk course?

It works at unit level rather than at board or enterprise level. You practise running sessions, writing register entries, rating controls and preparing escalation notes for your own department.

### What do you bring back from departmental risk champion training?

You bring back a working unit register with rated risks, named treatment owners, two indicators with thresholds and an escalation note template ready for your next reporting cycle.

## Departmental Risk Champion: The Way Forward

The Unit Risk Register and Escalation Pack first informs which local risks need a treatment owner this quarter and which must move up for decision. Line managers use it in team meetings and the central risk function uses it to compare units. After its first reporting cycle, revisit the rating calibration, because scores drift as colleagues gain confidence.