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COURSE BROCHURE

# People Risk Registers and Workforce Control Training Course

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# People Risk Registers and Workforce Control Training Course

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People Risk Registers and Workforce Control is a 1-week training course for human resources managers, business partners and people-risk officers who need to build a People Risk Register and Control Map for their organisation. Losing a key specialist, an unfilled succession slot or a poorly handled dismissal can now disrupt operations as sharply as any system failure. Jupiter Prime Training designed this course around people risk registers and workforce control.

## Why People Risk Registers and Workforce Control Matters Now

Three forces push people risk onto executive agendas. Scarce skills make key-person loss more likely and costly. Boards and audit committees ask human resources to report people exposures like financial ones. Employees and inspectors expect fair hiring, pay and exit, so one mishandled grievance can harm reputation. Organisations that map these exposures early keep critical roles covered and settle disputes before escalation; others find gaps only after a resignation or claim. The course rests on general enterprise risk principles: likelihood and impact scoring, risk ownership and tested controls.

## Who Gains Most from People Risk Registers and Workforce Control

- Human resources managers accountable for workforce policy and employee relations
- Business partners who advise line leaders on staffing and performance cases
- People-risk and compliance officers who maintain workforce risk entries
- Reward and payroll leads responsible for pay accuracy controls
- Talent and succession specialists who own critical role coverage

A human resources leadership group gains most when its policy, reward and talent members attend together.

## People Risk Registers and Workforce Control Capabilities

Participants move from naming workforce worries to scoring and controlling them with owners.

- Assess key-person dependency and succession depth — retention and cover decisions
- Build people risk entries with owners — audit committee reporting
- Design leading indicators for attrition and grievances — early escalation
- Test preventive and detective controls in hiring, pay and exit — remediation priorities
- Weigh treatment options for employment dispute exposure — employee relations choices
- Communicate residual people risk — executive appetite discussions

## Key People Risk Registers and Workforce Control Terms

- People risk — the chance that workforce behaviour, capability or availability causes loss, disruption or reputational harm.
- Key-person dependency — reliance on one individual whose sudden departure would halt a process.
- Succession depth — the number of ready or near-ready candidates for a critical role.
- Risk indicator — a measured signal warning that a people exposure is rising.
- Residual risk — the exposure that remains after existing controls are applied.
- Control owner — the named manager accountable for operating a control and evidencing that it works.

## People Risk Registers and Workforce Control Day by Day

### Day 1: Mapping the People Risk Landscape

- People Risk Taxonomy — Separating Capability, Conduct, Availability and Compliance Exposures
- Critical Role Identification — Deciding Which Positions Threaten Continuity if Vacant
- Stakeholder Expectation Mapping — Linking Boards, Employees and Inspectors to Exposures
- Risk Appetite Statements for Workforce — Setting Tolerable Attrition and Dispute Levels
- Root Cause Interviews With Line Leaders — Surfacing Hidden Staffing Vulnerabilities

### Day 2: Building the Register

- Cause, Event and Consequence Wording — Writing Entries Auditors Can Test
- Likelihood and Impact Scales for People Exposures — Ranking Treatment Priorities
- Risk Ownership Assignment — Matching Each Entry to an Accountable Manager
- Key-Person Dependency Scoring — Choosing Retention, Cross-Training or Documentation
- Succession Depth Charts — Judging Readiness Gaps for Critical Positions

### Day 3: Controls Across the Employee Life Cycle

- Pre-Employment Screening and Reference Checks — Reducing Hiring Integrity Exposure
- Pay Change Approval and Payroll Reconciliation — Preventing Overpayment and Ghost Records
- Conflict and Outside Interest Declarations — Spotting Conduct Exposure Early
- Leaver Checklists and Access Removal — Closing Exit Data and Asset Gaps
- Control Design and Operating Tests — Deciding Which Controls Need Strengthening

## Day 4: Indicators, Disputes and Escalation

- Leading and Lagging Workforce Indicators — Selecting Signals for Monthly Reporting
- Grievance and Disciplinary Case Tracking — Spotting Patterns Before Formal Claims
- Employment Dispute Exposure Assessment — Choosing Settlement, Mediation or Defence
- Misconduct Trend Analysis by Unit — Targeting Culture and Supervision Responses
- Escalation Thresholds and Reporting Lines — Moving Breaches to the Right Forum

## Day 5: Practising the People Risk Register and Control Map

- Critical Role Scenario Exercise — Applying Dependency Scoring to a Sudden Resignation
- Control Gap Review on Sample Hiring and Pay Files — Ranking Remediation Actions
- Indicator Dashboard Drafting — Combining Attrition, Grievance and Screening Signals
- Residual Risk Briefing for an Executive Committee — Defending Appetite Choices
- People Risk Register and Control Map — Completing Entries, Owners and Indicators

## Applying People Risk Registers and Workforce Control After the Course

- Run a critical role review with two line leaders, scoring key-person dependency and succession depth for each vital position.
- Test one hiring, pay or exit control on a sample of recent files and log the findings against the register entry.

## People Risk Registers and Workforce Control Questions FAQ

### What are people risk registers and workforce control, and why do they matter now?

People risk registers and workforce control record and manage exposures from staff loss, misconduct, disputes and weak hiring, pay or exit checks. They matter now because scarce skills, board scrutiny and fairness expectations make these exposures as serious as financial ones.

### Which roles gain most from people risk registers and workforce control?

Human resources managers, business partners and people-risk officers gain most. Reward, payroll and succession specialists also benefit through the pay and role cover controls taught.

### How does people risk registers and workforce control training differ from a strategic human resources course?

It focuses on recording, scoring and controlling workforce exposures rather than setting long-term people strategy. A strategic human resources course shapes operating models and talent plans; this one tests the controls and indicators that keep those plans from failing.

## What do you bring back from people risk registers and workforce control training?

You bring back a working register of people exposures with scored entries, named owners, tested controls across hiring, pay and exit, and indicators ready for monthly reporting.

## People Risk Registers and Workforce Control: The Way Forward

The People Risk Register and Control Map first informs which critical roles need retention or cover action this quarter. Human resources leaders, control owners and audit committees use it to track exposure and remediation. After its first cycle, revisit the indicator thresholds, since early signals often prove too sensitive or too quiet.