

# Successful Project Delivery

## Risk management techniques in action



One-week professional development workshop  
14 to 18 June 2021, in London  
6 to 10 September 2021, in London  
13 to 17 December 2021, in London



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Projects and programmes are management approaches for delivering organisational change. They are inherently risky undertakings as they involve complexity and uncertainty. Risk management is the systematic application of principles, approaches and processes to identify and assess risks to reduce threats to success and maximise opportunities. This workshop will provide a sound grounding to assist in successful project delivery.

Case studies and practical exercises are an integral part of this workshop. The core of the workshop is based on the UK Government's approach, *Management of Risk*, giving you a firm foundation on which to implement risk management within your organisation.

### Who is the workshop for?

The workshop is designed for both project and non-project management staff at all levels who are or will be involved in the delivery of projects and programmes and who need to gain in-depth knowledge and practical skills and techniques to ensure project success and to develop robust risk management plans to maximise the chances of success.

### How participants will benefit

The workshop will enable you to:

- Establish the basis for cascading risk management through your organisation and embed a risk management culture
- Improve the effectiveness of risk management processes to help assess programmes and minimise risk
- Contribute to the achievement of desired development goals and ensure 'early warning' and other strategies for preventing failure
- Identify and avoid the common causes of project failure by applying best practice in project and programme management
- Effectively plan, control and evaluate a range of programmes and projects.

### What the workshop will cover

During the workshop you will learn:

- The end-to-end process of project and programme risk management within a practical risk management framework
- Risk management best practice based on well-established and proven procedures and practical hints and tips
- Visual mapping techniques
- Approaches to disaster recovery and business continuity
- How to identify effective counter-measures and contingencies
- How to prioritise risks
- How to control risk and confidently present risk management information
- Aspects of social and reputational risk
- How to embed and review management of risk in your organisation.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements.

You will be invited to give an informal presentation on how project and programme management are practised in your home country.

## Programme outline

	AM	PM
<b>Day 1</b>	Welcome and introductions Introduction to project risk management <ul style="list-style-type: none"><li>• Risk and uncertainty</li><li>• Risk management processes</li><li>• Risk management case study</li></ul>	<ul style="list-style-type: none"><li>• Sources of project failure and the importance of understanding common causes of failure to prevent them affecting your project</li></ul>
<b>Day 2</b>	Identifying your project's risks <ul style="list-style-type: none"><li>• The UN Conference case study</li><li>• Common methods to support the identification of risks</li></ul>	Risk assessment <ul style="list-style-type: none"><li>• The importance of assessing risks</li><li>• Likelihood of risk</li><li>• Risk impact</li></ul>
<b>Day 3</b>	Managing your risks <ul style="list-style-type: none"><li>• Management options</li><li>• Counter-measures</li><li>• Monitoring risks</li></ul>	<ul style="list-style-type: none"><li>• <i>Visit to meet practitioners to discuss approaches to risk management</i></li></ul>
<b>Day 4</b>	How risk management relates to monitoring and evaluation <b>Managing social and reputational risks</b>	<ul style="list-style-type: none"><li>• Embedding risk management in an organisation</li></ul>
<b>Day 5</b>	Overview of risk management software <ul style="list-style-type: none"><li>• Benefits of using software</li><li>• Monte Carlo simulation to support risk management</li><li>• Example package</li></ul>	Review, feedback and scope for follow-up Presentation of certificates of attendance

At the time of preparing this brochure, we are planning to include site visits in the programme as indicated above. However, if Government guidelines relating to the coronavirus pandemic advise visit hosts against accepting visiting groups we will arrange to connect with them virtually.

We reserve the right to change the programme as necessary.

## Workshop Director

The Workshop Director will be Stuart Wilson. Stuart has over 25 years of experience of managing a variety of projects and programmes which include: IT, business change and construction projects. His main areas of expertise are project planning and control, project leadership, project risk management and strategic planning.

## How to apply

Please complete the PAI application form online via our website:

<https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

### Fees

The fee for the workshop is £2,175. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities." In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently

### Cancellation continued

been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup>Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

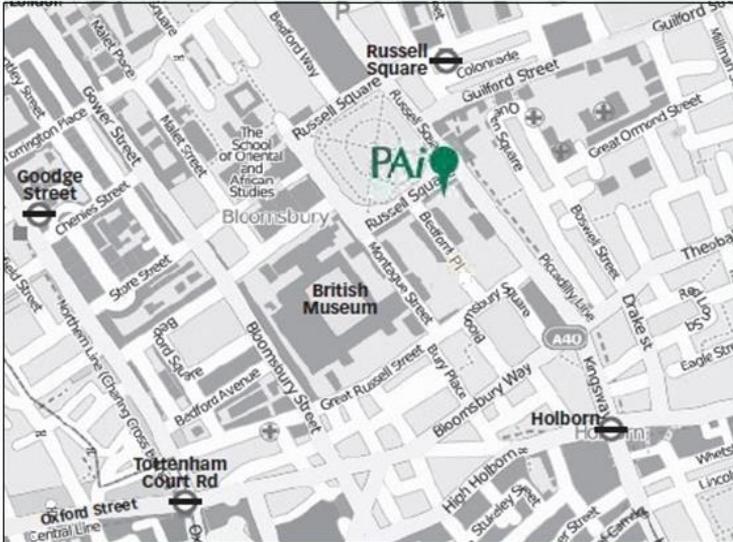
## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## Where we are



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