Risk Policy Writing and Framework Templates Training Course

Professional Development Training Course Outline

Category	Risk Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The modern Enterprise Risk Management (ERM) landscape demands more than reactive measures; it requires a proactive, structured, and Governance, Risk, and Compliance (GRC)-aligned approach. Risk Policy Writing and Framework Templates Training Course is designed to equip professionals with the critical skills to draft and implement robust Risk Policy documents and Framework Templates. In an era of escalating Cybersecurity Risk, complex Regulatory Compliance requirements like GDPR and Basel III, and rapid Digital Transformation, well-defined risk governance is the foundation of Organizational Resilience and sustained strategic success. Organizations that formalize their Risk Appetite and control procedures through clear policy are better positioned for Business Continuity and achieving their strategic objectives.

This program offers a deep dive into Risk Governance, moving participants beyond theory to Practical Application using Industry Best Practices and editable templates. You'll master the Risk Assessment cycle from identification and quantification to mitigation and monitoring ensuring your organization's risk framework is both Strategic and operationally effective. The focus is on translating complex ERM Frameworks into Actionable Policies that embed a Risk-Aware Culture throughout all levels of the business. By the course's end, you will be proficient in creating a unified, scalable, and Audit-Ready risk documentation suite essential for Corporate Accountability.

Programme Curriculum

Risk Policy Writing and Framework Templates Training Course

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Course Objectives

1. Master the principles of Enterprise Risk Management (ERM).
2. Define and articulate the organization's Risk Appetite and tolerance thresholds.
3. Develop clear, concise, and Actionable Risk Policies.
4. Design a robust, scalable Risk Framework Template aligned with ISO 31000/COSO.
5. Ensure Regulatory Compliance within risk documentation.
6. Integrate Cybersecurity Risk Governance into the ERM framework.
7. Establish effective Risk Reporting and communication protocols.
8. Implement a consistent Risk Assessment Methodology.
9. Define roles and responsibilities for Risk Ownership and accountability.
10. Utilize best practices for Policy Version Control and review cycles.
11. Structure policies to support Business Continuity Planning (BCP).
12. Embed a proactive Risk-Aware Culture through policy design.
13. Leverage technology for Digital GRC implementation and automation.

Target Audience

1. Risk Managers and Analysts
2. Compliance Officers
3. Internal and External Auditors
4. Corporate Governance Professionals
5. Legal and Regulatory Affairs Specialists
6. Heads of Departments (HODs) / Line Managers
7. IT and Information Security Managers
8. Strategy and Planning Executives

Course Modules

Module 1: Foundational Principles of Risk Governance

- Introduction to Enterprise Risk Management (ERM) and GRC.
- ISO 31000 and COSO ERM Framework alignment.

- Defining and quantifying Risk Appetite and tolerance.
- The role of the Board and Executive Management in Risk Governance.
- Case Study: Analyzing a major financial institution's failure to define its risk appetite, leading to regulatory penalties.

Module 2: Structuring the Risk Management Framework

- Components of a comprehensive Risk Framework Template.
- Designing the Risk Management Policy statement and scope.
- Developing the Risk Register structure and classification.
- Establishing clear Risk Ownership and accountability hierarchies.
- Case Study: Reviewing and customizing a generic ISO 31000-compliant framework template for a global manufacturing firm.

Module 3: Policy Writing Best Practices and Techniques

- Principles of clear, non-ambiguous Policy Language and tone.
- Defining mandatory and suggestive language
- Structuring policy sections.
- Techniques for stakeholder consultation and Policy Approval Workflow.
- Case Study: Rewriting a vague, legacy IT Risk Policy into a modern, actionable Cybersecurity Policy using the correct verb mandates.

Module 4: The Core Risk Assessment Policy

- Developing a standardized Risk Identification methodology
- Creating the Likelihood and Impact Scoring Matrix
- Procedures for Inherent Risk and Residual Risk calculation.
- Documenting risk responses.
- Case Study: Applying a new risk assessment policy to a hypothetical supply chain disruption scenario and documenting the risk treatment plan.

Module 5: Specialized Risk Policy Templates

- Drafting Operational Risk and Business Continuity (BCP) policies.
- Developing Financial Risk policies
- Creating a robust Compliance Policy detailing regulatory obligation mapping.
- Writing a Third-Party Risk (TPRM) and Vendor Management policy.
- Case Study: Designing a BCP Policy Template in response to a recent natural disaster, focusing on recovery time objectives (RTO) and recovery point objectives

Module 6: Cybersecurity and Emerging Risk Policies

- Integrating Information Security Policy into the ERM framework.
- Policies for managing Data Privacy
- Addressing Emerging Risks like AI governance and climate change risk.
- Defining an Incident Response Plan and reporting policy.
- Case Study: Developing a specific policy section for the use of Generative AI within the organization, mitigating ethical and data security risks.

Module 7: Policy Implementation and Rollout

- Strategies for effective Policy Communication and training.
- Creating and maintaining a Policy Version Control log and repository.
- Establishing a periodic Policy Review Cycle and maintenance schedule.
- Metrics and Key Risk Indicators (KRIs) for monitoring policy effectiveness.
- Case Study: Planning the rollout of a new Whistleblower/Ethics Policy, including training materials and communication channels.

Module 8: Audit, Assurance, and Continuous Improvement

- Preparing the Risk Policy and Framework for Internal Audit scrutiny.
- Mapping policies to control objectives for Assurance Mapping.
- Using audit findings to drive Continuous Improvement in policy and framework.
- Leveraging GRC Technology for policy management and compliance tracking.
- Case Study: Simulating an audit review of the company's existing risk documentation and formulating a remediation plan based on findings.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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