



Short Course Training on Risk Management

Conducted by
The Institute of Social Work

1. Introduction

This proposal outlines a one-week short course on risk management, designed to provide participants with practical and theoretical knowledge essential for effective risk management. The training will be offered by Institute of Social Work, leveraging their combined expertise in risk management and social work, with the aim of delivering comprehensive and practical knowledge to participants.

2. Objectives of the Course

The training aims to:

- Enhance participants' understanding of risk management principles and processes
- Equip participants with tools and techniques for risk identification, assessment, and mitigation
- Build capacity to design and implement risk management registers, and frameworks
- Enhance decision-making skills related to risk management

3. Target Audience

The course target various groups including:-

- Risk management officers, planners, compliance officers, and internal auditors
- Social work professionals who deal with risk in community settings
- Managers and supervisors in various sectors, departments and units
- Entrepreneurs and business owners across development sectors
- Any individuals seeking to expand their expertise in risk management

4. Course Outline

1: Fundamentals of Risk Management

- ❖ Introduction to Risk Management: Principles and Importance
- ❖ Categories of Risks: Operational, Financial, Strategic, and Social Risks
- ❖ Identifying Risks in Various Sectors; Includes practical case studies from public, and private sectors
- ❖ Risk Assessment Techniques: Qualitative and Quantitative Approaches
Hands-on session using risk assessment software
- ❖ Risk Analysis in Social and Corporate context showcasing real-world applications.



2: Risk Mitigation and Management

- ❖ Risk Mitigation Strategies and Approaches: 4T (Treat, Transfer, Tolerate, Terminate)
- ❖ Designing and Implementing Risk Management Registers, and Frameworks
Practical examples from consulting and social work fields
- ❖ Case Studies: Risk Management Failures and Successes
- ❖ Monitoring, Evaluation, and Reporting Risks
- ❖ Final Project Presentation: Developing a Risk Management Plan, Framework, Risk register

5. Training Methodology

The course will be delivered through:

Case Studies and Group Work: Cross-sector case studies to apply theoretical knowledge to practical situations

Simulation and Role play: Examples across different sectors/areas

Interactive Workshops: Including role plays and simulations for real-world risk scenarios

Hands-on Projects: Participants will work on creating actionable risk management plans, addressing both corporate and social risks

Group discussions and problem-solving exercises-interactive session

6. Facilitators

The course will be facilitated by experienced experts in risk management from higher learning institution, and other consultancy firms.

7. Course Duration and Schedule

Duration: ONE week, Monday to Friday (9:00 AM to 3:00PM).

Proposed Dates: 17TH March 2025 – 21ST March 2025

Location: The Institute of Social Work, Kijitonyama-Bamaga, Dar es Salaam – Tanzania



8. Materials and Resources

Participants will receive:

- Comprehensive course materials, including manuals and presentations.
- Access to risk management tools and templates.
- Real-world case study materials.
- Certification of completion.

9. Cost and Budget

Course fee is TZS 985,000/= only per participant. The training fee is exclusive of VAT and includes:

Instructor and facilitation costs.
Venue and logistics.
Refreshments
Course materials and handouts.
Certificates of completion.

A detailed budget will be provided based on the number of participants and specific requirements.

10. Evaluation and Certification

Participants will be assessed on:

Attendance and participation.
Group work and final project submission.
Post-course assessment.

Upon successful completion of the course, participants will receive a Certificate of Completion issued by the Institute of Social Work

11. Mode of Payment

Payment will be performed through Government Electronic Payment Gateway (GEPG) control number upon confirmation of the participants' number to the Institute of Social Work,

12. Details and Registration

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