



# Enterprise Risk Management Programme

Training Prospectus 2024



## Connect With Us

Enterprise Risk Management Programme

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## Version Control

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## Contents

Introduction.....	3
Using HSELand.....	4
Module 1: Introduction to Enterprise Risk Management .....	5
Module 2: The Fundamentals of Enterprise Risk Management.....	6
Module 3: Overview of key changes to the HSE Enterprise Risk Management Policy and Procedures .....	7
ERM Supporting Tools Module: HSE Excel Risk Register .....	8
ERM Supporting Tools Module: HSE Excel Risk Register 'How-to' video .....	9



## Introduction

A key objective of the Enterprise Risk Management (ERM) programme is to develop and deliver training to support the implementation of the [HSE's ERM Policy 2023](#) and the building of the HSE's capacity and capability to effectively embed an enterprise approach to risk management at all levels in the HSE.

- Training is tailored to the role of staff with responsibility to identify, manage and report on risk across operational, strategic and clinical levels of the HSE.
- Training has been developed to recognise the importance of risk management from both the bottom-up and the top-down to ensure an enterprise approach to risk management is embedded in the HSE.
- Training as a learning journey will include continuous learning that takes place over a period of time and includes digital learning (HSELand), workshops, and Train the Trainer approaches. The aim of a learning journey is to help develop necessary new capabilities and competencies effectively.

This Prospectus sets out the training courses provided by the Enterprise Risk Management Programme in this regard. The Prospectus provides details of each course on offer in 2024 including aims and objectives, target audience and how to apply.

<b>Name of Training Course</b>	<b>Duration</b>	<b>Location</b>
Module 1 - Introduction to Enterprise Risk Management	30 mins	HSE Website- <i>YouTube</i>
Module 2 <sup>1</sup> - The Fundamentals of Risk Management	40 mins	HSELand
Module 3 <sup>2</sup> - Overview of key changes to the HSE Enterprise Risk Management Policy and Procedures	60 mins	Online - Presentation
ERM Supporting Tools Modules; <ul style="list-style-type: none"><li>• HSE Excel Risk Register Training</li><li>• HSE Excel Risk Register 'How to' video</li></ul>	35 mins 20 mins	HSELand HSE website- <i>YouTube</i>

We have included details of CPD points for each course where available.

We hope this Prospectus will help you in planning your learning and development for the year ahead and we look forward to welcoming you onto our programmes in 2024.

Elaine Kilroe

Assistant National Director  
Enterprise Risk Management Programme  
April 2024

<sup>1</sup> It is essential to complete Module 1 before commencing Module 2.

<sup>2</sup> It is essential to complete Modules 1 and 2 before commencing Module 3.



## Using HSELand

Information about using HSELand is available at <https://healthservice.hse.ie/staff/training-and-development/online-training-using-HSELand/>

If you are a first time user you will be required to create an account. Support is available on the registration help page.

Find eLearning modules on HSELand through the search box or from the course catalogues menu on the HSELand homepage. Use the help page when you are logged into HSELand to get support using the portal.

All ERM eLearning modules on HSELand are available under the 'Quality, Leadership and Management' catalogue, in the 'Risk Management' folder.



## Module 1: Introduction to Enterprise Risk Management

### Aim

This presentation is an introduction to the [Enterprise Risk Management Policy & Procedures 2023](#).

### Learning Outcomes

Upon completing this module you will be able to;

- Have an Overview of the 2023 Policy including an awareness of Key Updates from 2017 Policy
- Understand the Key Terminology used in risk management
- Understand your Role and Responsibility regarding risk and the roles of those directly involved in risk management
- You will have an insight into the Risk Management Process
- You will know what additional information and support tools are available to you to support you in your management of risk and how to access this information

### Core Content

1. Brief Overview of 2023 Policy & Updates from 2017 Policy
2. Key Terminology
3. Roles and Responsibilities
4. Risk Management Process
5. Additional Information / Supports

### Duration

30 minutes.

### Delivery Method

On YouTube through the HSE Website.

### CPD Eligibility

Not applicable.

### Who should apply?

All HSE staff who want to understand the basics of risk management and the HSE's ERM Risk Management Policy 2023.

### How to enrol

Link available:

[Module 1: ERM Introduction](#)



## Module 2: The Fundamentals of Enterprise Risk Management

### Aim

This programme will support the learner in understanding each of the steps in the risk management process. This course is for all HSE staff who have a role in risk management and have completed the ERM Introductory Module available; [Module 1: ERM Introduction](#)

### Learning Outcomes

Upon completing this programme you will be able to;

1. Understand the importance of establishing the context, scope and criteria for risk management, considering internal and external factors influencing the organisation.
2. Recognise and document potential risks relevant to achieving your objectives.
3. Describe a risk using Event, Cause and Impact format.
4. Rate a risk using the HSE's Impact and Likelihood criteria.
5. Recognise and document controls and actions.
6. Evaluate identified risks.
7. Identify measures to treat risks.
8. Understand the difference between risk communication, notification and escalation.
9. Understand effective monitoring mechanisms to track risks and conduct regular review of the risk register.

### Duration

50 minutes.

### Delivery Method

Interactive e-learning module on HSELand.

### CPD Eligibility

Not applicable.

### Who should apply?

Staff with a role in Risk Management in their respective areas.

### How to enrol

Login to HSELand at [www.HSELand.ie](http://www.HSELand.ie) and search for 'Fundamentals of Enterprise Risk Management' in the course catalogues. Alternatively, the module is accessible through Quality, Leadership & Management section, in the 'Risk Management' folder.



## Module 3 Overview of key changes to the HSE Enterprise Risk Management Policy and Procedures

### Aim

This programme provides a 'train the trainer' approach to delivering the key updates to the Enterprise Risk Management Policy and Procedures 2023. It was developed subsequent to the launch of the HSE's Enterprise Risk Management Policy. These sessions are hosted each month online and include a 20 minute Questions and Answers session facilitated by an ERM Senior Manager. The presentation slides and speaking notes are provided to all attendees afterwards to assist with delivering training to their colleagues.

### Learning Outcomes

Upon completing this programme you will be able to;

Have the content and knowledge to train staff within your area of responsibility on the key updates and the ERM process and procedures within the HSE.

### Core Content

ERM training [*train the trainer approach*], on the identification, description, measurement and treatment of risk. Reference to Module 1, and Module 2. Role/responsibilities of key staff involved in ERM and the ERM process overview.

### Duration

60 minutes.

### Delivery Method

Presentation

### CPD Eligibility

Not applicable.

### Who should apply?

Risk Leads, risk co-ordinators, risk owners, risk register administrators, senior managers and individual managers with responsibility for developing or reviewing a Risk Assessment and/or who are responsible for developing a Risk Register for their section/function/department/committee/local organisation within the HSE.

### How to enrol

Contact [erm.queries@hse.ie](mailto:erm.queries@hse.ie) for a schedule of sessions held on a monthly basis.





## ERM Supporting Tools Module: HSE Excel Risk Register

### Aim

The HSE Excel Risk Register was developed to assist areas with recording and monitoring of risks as part of the risk management process. This programme offers a comprehensive, step by step tutorial on navigating the HSE Excel Risk Register and will assist staff who are responsible for the administration of the Excel Risk Register in their respective areas.

### Learning Outcomes

Upon completing this programme you will be able to;

1. Effectively prepare the risk register.
2. Record and edit risks.
3. Generate reports and dashboards.

### Core Content

- Prepare the Excel Risk Register for data entry.
- Enter a risk onto the Risk Register.
- Edit a risk on the Risk Register.
- Generate Reports.
- Close a Risk.
- Review the Dashboard.

### Duration

30 minutes.

### Delivery Method

Interactive e-learning module on HSELand.

### CPD Eligibility

Not applicable.

### Who should apply?

Staff responsible for the administration of the Excel Risk Register in their respective areas.

### How to enrol

Login to HSELand at [www.HSELand.ie](http://www.HSELand.ie) and search for 'Using the Excel Risk Register' in the course catalogues. Alternatively, the module is accessible through Quality, Leadership & Management section, in the 'Risk Management' folder.



## ERM Supporting Tools Module: HSE Excel Risk Register 'How-to' video

### Aim

By watching this walk-through video demonstrating the steps of completing the HSE Excel Risk Register, participants will be able to effectively document risks, controls and actions, associated risk ratings and generate reports. Throughout the walk-through video our presenters demonstrate the top tips to avoid file corruption.

### Learning Outcomes

Upon completing this programme you will be able to;

1. Effectively prepare the risk register.
2. Record and edit risks.
3. Generate reports and dashboards.
4. Avoid file corruption.

### Core Content

- The top tips to avoid file corruption.
- Prepare the Excel Risk Register for data entry.
- Enter a risk onto the Risk Register.
- Edit a risk on the Risk Register.
- Generate Reports.
- Close a Risk.
- Review the Dashboard.

### Duration

30 minutes

### Delivery Method

Online video clip at <https://youtu.be/W4mEGisgwDw>

### CPD Eligibility

Not applicable

### Who should apply?

Staff responsible for the administration of the Excel Risk Register in their respective areas.

### How to enrol

Link available: <https://youtu.be/W4mEGisgwDw>