

# Writing about Risk

Sara I. James

8<sup>th</sup> MAY 2019

9:00-16:00

CPE's: **7**

## Course Description

Reviewing hundreds of reports over the past decade, I've seen first-hand how often organisations miss clear opportunities to improve. Too often, risk statements are unclear and poorly worded, focusing on control failures or symptoms, rather than root cause. They undermine a team's work, reporting and the unit's reputation as a whole. An accurate, clearly worded risk encourages appropriate control and meaningful action. The opposite – which is all too common – leads to wasted time, money and effort. Worse still, it can mean that the real risk remains unmitigated. This practical, hands-on course encourages discussion and reflection. It includes small-group exercises based on real-life examples and case studies.

This course develops attendees' awareness of how to assess and describe risk in their organisations. Afterwards, they should better understand: - types of risk facing different organisations; - the relationship between risks and controls; - how to get to the root cause of risks, rather than the symptoms; and - how to communicate risks clearly and constructively.

## Who should attend?

This course is relevant to people at all levels, from trainee to director, and particularly those working in compliance, risk and internal audit.

## Course Programme

- 1) What is a risk? - Definitions and standards - Common responses (individual and corporate) to risk
- 2) Risks and controls - Risk and control assessments or evaluations (including reassessing risk in response to change) - Risks vs failed controls - Risk, symptom or root cause?
- 3) Reporting risk - Your audience and its appetite - Materiality - Writing the risk: making it count and making them care

## Biography

**Sara I. James** holds a PhD from the University of Virginia and has over 25 years' teaching, writing and publishing experience in the US and Europe. She has also worked in a variety of organisations and sectors, including at executive level. With ISO9001 experience and Chartered Institute of Internal Auditors (CIIA) qualifications under her belt, she spent several years in Group Internal Audit at a major financial institution, where she was in charge of training for the global function.



Since starting her own business, Getting Words to Work, Sara has provided writing skills training to numerous audit teams in the public and private sectors worldwide. She has worked closely with the CIIA (UK and Ireland) to produce its 2009 guidelines on communicating with clients, contributed to Audit & Risk magazine, and spoken at internal audit conferences internationally. Sara is also a member of the Institute's Technical Guidance Working Group.

### Cost

€ 210

€ 180 (HIIA Members)

### OAED

Seminar can be subsidized by **OAED** (LAEK Program).

### Venue

HIIA offices  
101, 3rd Septemvriou str.  
(opposite OTE mansion, Metro Station: Victoria)