



# Executive Certificate in Risk Management for HR Professionals

This course is **designed for middle and senior HR management staff**, equipping them with the necessary skills and knowledge to effectively manage all kinds of risks that may be encountered in their roles. Through interactive lectures and case studies, participants will **gain a comprehensive understanding of risk management and its importance in the HR field**. The course will also highlight the role of HR in internal and external audits and the importance of compliance with international / local regulations for data protection and IT security.

## Learning Outcomes

- Understand the fundamental principles of risk management
- Identify and assess risks in HR processes and projects
- Implement risk management strategies to mitigate and prevent risks
- Comply with international / local regulations for data protection and IT security in HR practices
- Ensure a smooth and efficient external audit process through compliance with job responsibilities and legal requirements

## Trainer

### Mr Frenda So

A member of the Chartered Institute of Management Accountants (CIMA), the Hong Kong Institute of Certified Public Accountants (HKICPA) and the Chartered Association of Certified Accountants (ACCA). He is also the Chartered Secretary and Chartered Governance Professional of the Hong Kong Chartered Governance Institute (HKCGI) and the Chartered Governance Institute (CGI UK & Ireland).

**ENROL NOW**



**13 January 2025 (Monday)**

**9:30am – 5:30pm**

CPD hours: 7

**Cantonese (with English materials)**



**HKIHRM**

Units 1810-15, 18/F, Millennium City 2,  
378 Kwun Tong Road, Kwun Tong, Kowloon  
(3-minute walk from Ngau Tau Kok MTR station exit A)



**Member**  
**HK\$3,000**

Non-member  
HK\$4,000

**HKIHRM Members:**  
**Buy 1 Get 1 FREE\***

*\*Only if enrolment & payment received by 28 Oct 2024.  
This offer cannot be used with HKIHRM e-voucher and other discounts.*



To qualify for the course certificate, participants are required to fulfil **ALL** of the requirements below:

- Attend 100% of the workshop
- Complete in-class exercises and achieve a PASS mark in the post-workshop quiz

**\*\*Participants are encouraged to bring their own smartphones, laptops with Microsoft system and pre-installed MS Excel and MS Word (2019 or higher version) and PDF reader to the class\*\***



## 1. Introduction to Risk Management

This theme will provide HR professionals with a strong understanding of the fundamental principles of risk management and how it applies to their roles. They will learn how to identify and assess risks in HR processes and projects, enabling them to make informed decisions and take proactive measures to prevent and mitigate risks.

- Definition and importance of risk management in business
- Types of risks and their impact on HR processes and projects
- Risk management strategies and techniques
- Case study: Identifying and assessing risks in HR processes

## 2. Risk Assessment and Mitigation

By learning how to conduct risk assessments and implement risk management strategies, HR professionals will be able to effectively manage risks in their daily tasks and projects. They will also gain the skills to handle crises and unforeseen events, ensuring the smooth operation of HR processes.

- Conducting risk assessments in HR processes and projects
- Mitigating risks through effective planning and risk management strategies
- Crisis management and contingency planning
- Case study: Implementing risk management strategies in a real-life scenario

## 3. Compliance with International / Local Regulations

As HR professionals handle sensitive employee data and work with IT systems, compliance with international / local regulations for data protection and IT security is crucial. This theme will equip them with the knowledge and best practices to ensure compliance and prevent any potential risks.

- Overview of international / local regulations for data protection and IT security
- The role of HR in complying with these regulations
- Best practices for protecting employee data and preventing cyber-attacks
- Case study: Addressing data protection and IT security risks in HR practices

## 4. HR's Role in Internal and External Audits

HR professionals play a vital role in both internal and external audits, and this theme will provide them with the necessary understanding and skills to participate in these audits successfully. They will also learn about their job responsibilities and legal requirements, ensuring a smooth and efficient audit process.

- Understanding the purpose and scope of internal and external audits
- Procedures and legal requirements for external audits in HR processes
- Job specification and responsibilities for different levels of HR staff in audits
- Case study: Preparing for and participating in an external audit