



Risk Management Module

Presenter's Guide

K-State Research and Extension provides thousands of education and outreach programs to Kansans each year. Individuals participating in these programs have high expectations for program content, along with a fundamental trust that the programming will be conducted in the safest manner possible.

Local Extension Boards, agents, Program Development Committees, 4-H volunteers and others are partners in identifying and managing any risks to physical well-being that might be inherent in an educational event or activity. This module is designed to raise awareness of such risks and to identify some steps to reduce risk of accidents or injury.

Objectives

Board members will:

- Recognize risks present in educational events and activities sponsored by the local extension unit.
- Assess risk management strategies used in the local program.
- Identify additional strategies to reduce risks.

Resources Needed

Risk management document for each board member.

Module Outline

(1) To introduce the concept of risk management, select one of the scenarios applicable to the local extension program from the accompanying *Discussion Guide*. Ask the board members to identify risks in the scenario and some proactive steps to be prepared for the risk.

(2) Give a definition of risk management. A definition provided by the Insurance Institute of America is, "Risk management is the process of making and implementing decisions that will minimize the adverse effects of accidental and business losses on an organization."

(3) Select several additional scenarios and share them with small groups of board members. Again, ask them to identify the risks and some proactive steps to address those risks. An alternative would be to give examples of existing local events and activities and ask members to identify potential risks and strategies to reduce those risks.

(4) Distribute the *risk management document*. Point out that pages 4 and 5 are designed to be copied and used by event planning committees when appropriate. The remainder of the document is to be used for background information.

(5) Review risk management strategies that are in place in the local extension program and identify those that may need to be implemented. Determine if further discussion is needed by Program Development Committees or at a later board meeting.