

Strategic Planning & Risk Response Management for
INGO Administration

Cape Town (South Africa)

8 - 12 September 2025

UK Training

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Code: LM28 From: 8 - 12 September 2025 City: Cape Town (South Africa) Fees: 3300 Pound

Introduction

Welcome to the Strategic Planning & Risk Response Management Course, specifically designed for the administration department of International Non-Governmental Organizations INGOs. This strategic planning training aims to equip INGO administrators with the essential skills to navigate the complex global environment in which they operate. Participants will gain a deep understanding of strategic planning goals, focusing on improving organizational resilience, sustainability, and preparedness. Through this training, administrators will develop competencies that enable them to create and implement strategic plans that align with their organization's mission, vision, and values, all while considering the dynamic global context and risk factors.

Course Objectives

By completing this course, participants will:

- Understand the strategic planning process and its significance in INGO administration, focusing on the purpose of strategic planning and the benefits of strategic planning.
- Learn to develop strategic plans that align with the objectives of strategic planning, adapting to the evolving needs of their organizations.
- Gain skills to identify and assess risks inherent in INGO operations, including geopolitical, financial, and operational risks, and understand their impact on administration functions.
- Develop risk management response plans tailored to the international environment, implementing risk response strategies such as transfer, avoidance, mitigation, and acceptance.
- Engage in strategic planning facilitation to foster collaboration and communication within the organization's global offices, ensuring effective strategic planning and risk management processes.
- Evaluate the effectiveness of strategic plans and risk management measures, and adapt strategies to ensure organizational success and long-term sustainability in international development.
- Learn from real-life case studies of previous emergencies, risk management best practices, and strategic planning steps to improve future preparedness.

Course Outlines

Day 1: Fundamentals of Strategic Planning

- Overview of strategic planning in INGOs: Discover how strategic planning plays a pivotal role in INGO operations and its alignment with organizational objectives.
- Understanding the global context and its impact on strategic planning: Learn how global challenges and

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opportunities shape strategic planning goals.

- Setting an organization's mission, vision, and values: Understand how to define and communicate core organizational principles within a strategic framework.
- Stakeholder analysis and engagement: Discover the importance of engaging key stakeholders in the strategic planning process to ensure alignment and buy-in.
- Familiarize participants with administration tools used in strategic planning: Learn practical tools for managing strategic planning steps effectively.

Day 2: Developing Strategic Plans for INGOs

- Crafting strategies to achieve organizational objectives in a global context: Learn how to develop clear, actionable strategies aligned with the purpose of strategic planning.
- Prioritizing initiatives and allocating resources: Discover how to effectively prioritize key initiatives for maximum impact in a global setting.
- Monitoring and evaluation of strategic plans: Learn the importance of assessing progress to ensure the success of strategic planning initiatives.

Day 3: Risk Identification and Assessment in INGOs

- Introduction to risk management in INGOs: Understand the fundamental principles and responsibilities of a risk manager in the INGO context.
- Identifying internal and external risks to administration functions: Learn how to assess risks that may impact organizational operations, from geopolitical instability to financial crises.
- Risk assessment methodologies and tools: Explore various tools and techniques for risk assessment in INGOs, including risk matrices and probability-impact models.
- Prioritizing risks: Learn how to rank risks based on their potential impact and likelihood, ensuring focus on the most critical threats.

Day 4: Risk Response and Mitigation Strategies for INGOs

- Developing risk response strategies tailored to international environments: Explore how to design risk responses that address specific challenges in INGO operations.
- Risk management response plan: Learn how to develop comprehensive plans to address identified risks.
- Types of risk response in project management: Understand different approaches to mitigating risks in projects, including transfer, avoidance, and acceptance.
- Building partnerships and networks for risk sharing: Discover how strategic partnerships can be leveraged for risk mitigation and response.

Day 5: Integration and Implementation

- Integrating strategic planning and risk management: Learn how to align strategic objectives with risk management practices to create a cohesive framework for long-term organizational success.
- Communicating strategic objectives and risk management protocols: Explore best practices for sharing strategic plans and risk management processes across all levels of the organization.
- Building a culture of risk awareness and adaptability: Learn how to foster an organizational mindset that embraces continuous strategic planning and quick adaptation in the face of risks.
- Strategic planning certification: Upon completion of the course, participants will receive a strategic planning certificate, validating their skills in strategic planning and risk management.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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Conclusion

This strategic planning course provides essential training in strategic planning and risk management tailored for the unique needs of INGOs. Participants will leave with a comprehensive understanding of strategic planning best practices, equipped to address the evolving challenges of the international development sector. By mastering risk management response plans, strategic planning elements, and the advantages of strategic planning, you will be prepared to lead your organization to greater resilience and sustainability. Whether you're aiming for a strategic planning certification or looking to improve your organization's risk management strategies, this course will help you achieve your professional goals.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

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