

# **Executive Risk Briefing Preparation Checklist**

## **Before the Briefing**

- Review the top 3-5 risks from your Risk Register.
- Summarize each risk using business-focused language (avoid technical jargon).
- Identify the business impact, mitigation, and current status for each risk.
- Prepare 1-2 slides or a 1-page summary report.
- Anticipate 3 common executive questions and prepare clear answers.
- Practice delivering your update in under 5 minutes.

## **During the Briefing**

- Start with context: what you are protecting and why it matters.
- Present the top risks clearly with impact and priority.
- Explain what is being done to mitigate each risk.
- Use visuals like tables or a heat map to keep it simple.
- Speak calmly, clearly, and with confidence.
- End with a clear ask: what support or decision do you need?

## **After the Briefing**

- Send a follow-up email summarizing risks, decisions, and next steps.
- Update your Risk Register based on any feedback received.
- Schedule a check-in or next briefing date if needed.