

Process Failure Mode and Effects Analysis (FMEA)

1 day / 2 days

A thorough, team-based approach to identifying, prioritising and controlling process risk

Every process is made up of individual steps, and any one of them can fail. Process Failure Mode and Effects Analysis (FMEA) provides a structured, proven way to examine each step in turn, understand what could go wrong at that point, assess the likely effects and put appropriate controls in place before problems occur.

Failure Mode and Effects Analysis (FMEA) gives teams a thorough, priority-based method for getting ahead of failure: identifying what could go wrong, understanding the likely effects, and establishing suitable controls. In a world where processes are changing faster than ever, being redesigned, digitised, automated and increasingly handed to intelligent agents, the risk of introducing new failure modes is higher, not lower.

This activity-based course works through the FMEA step by step, using a hands-on, team-based approach that draws on the knowledge of the people who actually do the work, because that's where the insight lives. It suits process owners, leaders and teams who want robust, reliable processes, and want to reduce failure-related costs, or respond to a customer request for an FMEA.

What You'll Learn

By the end of this programme, you will be able to:

- Explain how FMEA makes processes more robust and reliable
- Identify where FMEA would add the most value in their own organisation
- Apply FMEA thinking alongside Agile and digital development approaches
- Work through the steps required to create a Process FMEA
- Appraise and apply appropriate ratings for Severity, Occurrence and Detection
- Prioritise risks using the Risk Priority Number and plan mitigating actions
- Implement control plans to prevent the occurrence of failure modes
- Apply a range of tools and techniques
- Effectively facilitate FMEA activities

Delivery Format

The Process FMEA Programme is delivered as a one or two-day in-company programme, either virtually or face-to-face. No prerequisites are required.

Who Should Attend?

- Leaders or teams who would like to learn how FMEA could be used to prevent failures and improve process reliability
- Individuals responsible for facilitating or contributing to risk management activities
- Those who need to develop and apply an FMEA effectively as part of a team
- Anyone asked by a customer to provide an FMEA but unsure how approach it, and keen to maximise the value of the activity
- Professionals working in service, manufacturing, or public sector organisations

Why Choose This Course?

Participants gain:

- A recognised, practical risk management skillset
- Hands-on experience building and applying a Process FMEA
- Confidence to identify, prioritise, and mitigate process risks
- Skills to reduce defects, errors, and failure-related costs
- Insight into applying FMEA in Agile and digital environments
- 16 CPD points to support ongoing professional development

Course Content

The course introduces the principles of risk management and the fundamentals of FMEA, including when and where it should be applied and who should be involved. You'll learn how to build a Process FMEA from the ground up, using a range of supporting tools and techniques, including:

- Process Mapping
- Cause and Effect tools
- Severity, Occurrence and Detection Rating Scales and Risk Prioritisation
- Hierarchy of Controls
- Poka Yoke (Error-Proofing)
- Creative thinking and Problem-Solving Techniques
- Tools for effective facilitation and team composition

Why Choose Catalyst?

Catalyst delivers results, not just services. We blend consulting, coaching, training, and AI-powered tools into a seamless support system that meets teams where they are, developing capability at every level.

Thousands trust us to support their learning and continuous improvement journeys. With over 30 years' experience in performance improvement training and consultancy, we make complex concepts practical, accessible, and engaging. Our short courses in quality and improvement tools are designed by experienced practitioners, ensuring content that is relevant and immediately applicable. We combine deep expertise with interactive delivery to help participants confidently apply what they learn. Catalyst is accredited by the British Quality Foundation and the Lean Competency System (LCS), and is recommended by the Chartered Quality Institute.