

## RISK MANAGEMENT

### COURSE DATE

17 - 19 June 2020

### COURSE DURATION

3 days – 08:30 to 16:30 daily

### COURSE FEES

R12 985 (excl. VAT) per delegate

**5% discount**  
for enrolment 2 weeks  
prior to course date

### WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- Notepad & pen
- Training file & Electronic Copy of Course Material
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

### REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / FAX 011 582 3201  
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA  
PRIVATE BAG X80500 HOUGHTON 2041

[WWW.ASTROTECH.CO.ZA](http://WWW.ASTROTECH.CO.ZA)

### ★ COURSE OVERVIEW

Companies are continuously exposed to Risk which if not managed properly can substantially affect both their business and their very existence. However, Risk is something that if managed properly can be substantially reduced. In order to assist companies to be better prepared to manage the risks facing them, AstroTech is offering a training programme on "Risk Management".

The course covers the following key topics:

- Understanding the Concept of Risk
  - Recognising the different Types of Risk:
    - Financial Risk
    - Legal Risk
    - Operational Risk
    - Ethical Risk
    - Market Risk
    - Reputational Risk
  - Processes to Identify & Assess Risk
  - Managing Risk
  - Corporate Governance & Risk
  - Risk and the Role of Management
  - How to Control Risk
  - Financial Risk as an extension of Business Risk
  - Risk associated with Legislation
  - How to Report Risk effectively
  - Approaches to Risk Management
  - Risk Mitigation
  - Civil & Public Liability
  - Internal Auditing
  - An Integrated approach to Risk
- ...AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- CEOs, CFOs and other senior management
- Managers from all disciplines
- Risk managers, project managers and business continuity managers
- Anyone else with an interest in risk management

### ★ OUTCOMES

After attending this course attendees should:

- Know how to be best prepared for inevitable risks
- Have a structured approach to risk management
- Be able to reduce the exposure of your company by understanding how to control and mitigate risk
- Have gained exposure to the different types of risks threatening organisations today
- Have networked with other professionals with an interest in the topic

### ★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

### ★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

### ★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, with easy access to both the M1 North & South, and approximately 1.8km from the Gautrain station in Rosebank, we are just around the corner from the Killarney Mall.

For a list of accommodation options nearby, visit [www.astrotechconf.co.za/accommodation](http://www.astrotechconf.co.za/accommodation)

### ★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

### ★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at [training@astrotechtraining.co.za](mailto:training@astrotechtraining.co.za) within the following timeframes:

#### ➤ CANCELLATIONS:

- |                                    |  |
|------------------------------------|--|
| <b>CANCEL WITHOUT COSTS:</b>       | If you advise us BY EMAIL <b>at least SEVEN</b> calendar days before the course  |
| <b>PAY 50% OF THE COURSE FEE:</b>  | If you advise us BY EMAIL <b>less than SEVEN</b> calendar days, but more than 24 hours before the course   |
| <b>PAY 100% OF THE COURSE FEE:</b> | If you advise us BY EMAIL <b>less than 24 hours</b> before the start of the scheduled course, OR if the delegate is <b>ABSENT</b> without notification |

#### ➤ POSTPONEMENTS:

- |   |  |
|---|--|
| <b>WITHOUT COSTS:</b>                             | If you advise us BY EMAIL <b>more than THREE</b> working days before the course  |
| <b>WITH ADDITIONAL FEE (R1,950 PER DELEGATE):</b> | If you advise us BY EMAIL <b>THREE or less</b> working days before the course starts, or if the delegate is <b>ABSENT</b> without notification, but still wants the option of postponement |

- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS**  
Should it be necessary, AstroTech reserves the right to substitute the presenter.
- **COMMUNICATION**  
When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**  
AstroTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

COURSE NAME: **Risk Management**

COURSE CODE: **RM 20200617**

COURSE DATE: **17 - 19 June 2020**

(Johannesburg)  
DURATION: **3 DAYS**

COURSE FEE: **R12 985.00 excl. VAT (per delegate)**

Qualify for a **5% discount**, if we receive your form before: **3 June 2020**

DISCOUNTED FEE: **R12 335.75 excl. VAT (per delegate)**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED:**

**> DELEGATE DETAILS** [Substitutions may be made at any time prior to the start of the training course]

**1** First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_ Special Diet: S V K H O

E-mail \_\_\_\_\_

Cell No.           Office Tel No.

**2** First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_ Special Diet: S V K H O

E-mail \_\_\_\_\_

Cell No.           Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

**DIETARY REQUIREMENTS** [Insert total no. of DELEGATES PER MEAL CATEGORY- meal fees below are **additional** to course fee]

Standard Catering (No Charge)  Vegetarian (No Charge)  Halal: R530 (excl. VAT) per day  Kosher: R585 (excl. VAT) per day

OTHER: (e.g. allergies, etc) Please specify: \_\_\_\_\_

Special Needs (e.g. wheelchair, visual disability, etc) \_\_\_\_\_

**> COMPANY / ORGANISATION DETAILS** (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name \_\_\_\_\_

Department/Division \_\_\_\_\_

Postal Address \_\_\_\_\_ Postal Code

Company VAT No.

Main Company Switchboard No.           Fax No.

**> PAYMENT** (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) \_\_\_\_\_

Do you require separate invoices for each delegate? YES  NO

Payment Contact Person \_\_\_\_\_

Office Telephone No.

E-mail \_\_\_\_\_

**> AUTHORISATION**

Name \_\_\_\_\_

Position \_\_\_\_\_

Office Telephone No.           Cell No.

E-mail \_\_\_\_\_

**Authorising Signature:**

Date   /   /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to [training@astrotechtraining.co.za](mailto:training@astrotechtraining.co.za) or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

# ENROLMENT FORM (CONT.)

COURSE NAME: Risk Management

COURSE CODE: RM 20200617 (Johannesburg)

**> DELEGATE DETAILS**

**3** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**4** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**5** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**6** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**7** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**8** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
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 Office Tel No. 

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**9** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
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 Office Tel No. 

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**10** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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**11** First Name and Surname \_\_\_\_\_  
Position \_\_\_\_\_ Special Diet: 

S	V	K	H	O
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E-mail \_\_\_\_\_  
Cell No. 

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 Office Tel No. 

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