

RISK MANAGEMENT

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *(unless otherwise arranged)*
- > Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

www.astrotechlearning.co.za

training@astrotechlearning.co.za

011 582 3200



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 offers 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



TAKE HOME TOOLS

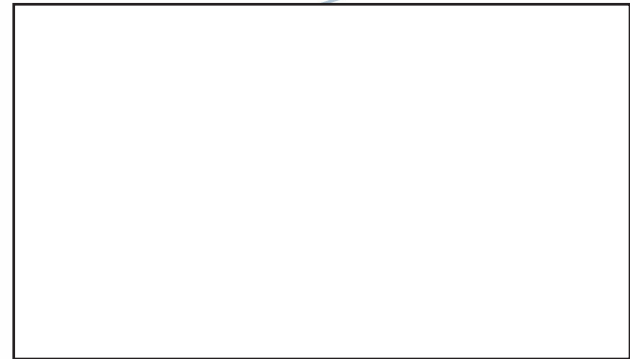
- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



OUTCOMES

After attending this course attendees should:

- Be able to prepare 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



TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech 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 Training 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.