

# Global FM School for Facilities Management

Course Outline Guide 2024

**Short Course  
Program:  
Monitor, Assess  
and Manage Risk  
for  
FM Managers and  
General Managers**



012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bachstrom Blvd Pretoria 0018



# TABLE OF CONTENTS

Short Course Program: Monitor, Assess and Manage Risk for  
FM Managers and General Managers

<b>1. WHAT IS THE RISK MANAGEMENT COURSE?</b>	<b>3</b>
<b>2. GENERAL INFORMATION?</b>	<b>4</b>
2.1 Enrollment requirements	
2.2 Duration of the course	
2.3 Course dates	
2.4 Methodology on Class Attendance	
2.5 Tuition Fees?	
2.6 What are the payment terms and conditions?	
2.7 What are the registration fees?	
<b>3. HOW TO REGISTER?</b>	<b>6</b>
<b>4. WHO ENDORSES THE COURSE?</b>	<b>6</b>
<b>5. COURSE TOPICS</b>	<b>7</b>

---

012 534 1552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 102, Private bag X504; Sinoville, 0150  
Kiber offices, Silver Lakes Office Park 1,  
Von Bachstrom Blvd Pretoria 0018

## 1. What is the Risk Management Course?

This Course is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them within the field of Facilities Management.

After the completion of this course, the learner will be able to demonstrate an understanding of business processes and potential risk to a unit, Identify potential risks and assess the impact thereof in a unit, Develop Contingency Plans for Managing Risk, and Test and Revise Contingency Plans.



012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Backstrom Blvd Pretoria 0018

## 2. General Information

### 2.1 Entrance requirement for this course

Open - No pre-requisites required

### 2.2 Duration of the course

This course has been designed to be presented over 2 days.

### 2.3 Course dates

March 2024

### 2.4 Methodology on Class Attendance

The Course will be presented via Webinar.

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Backstrom Blvd Pretoria 0018

## 2.5 Tuition Fees

Per learner: R 6 500.00 (Incl. Vat) per learner

## 2.6 What are the payment terms and conditions?

**PPre-payment is essential for all courses.**

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 200.00 excluding VAT is payable on your registration.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Backstrom Blvd Pretoria 0018

## 2.7 What are the registration fees?

R 200.00 excluding VAT

## 3. How to register

Please visit our website:

[www.global-fmschool.com](http://www.global-fmschool.com), and click on the "contact button" to submit your application to register.

Alternatively, send an email to [admin@global-fmschool.com](mailto:admin@global-fmschool.com) and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

## 4. Who endorses the Course?

Global-FM School for Facilities Management.

This is a Non-Credit Bearing Course

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Backstrom Blvd Pretoria 0018

## 5. Course Topics

The topics for this course includes the following:

1. Understand Potential Risks to a unit, focusing on Risk Management, Concept of Risk, Types of Risk, Factors that could Constitute Risks to a Unit, Acts and Regulations Related to Risk Management, Role of Organisational Policies and Procedures, and Risk Management Process.
2. Identify Potential Risks and Assess Impact in a Unit, focusing on Identifying Potential Risk Factors for Critical Processes, Identifying possible scenarios that could Constitute a Risk and Performing an Analysis to Rate the Impact of each scenario.
3. Develop Contingency Plans for Managing Risk, focusing on Contingency Strategies, Developing Contingency Plans in Accordance with Organisational Policies and Procedures, Communicative Contingency Plans to Relevant Stakeholders, Risk Reporting and Communication and Distributing and Storing Contingency Plans.
4. Test and Revise Contingency Plans, focusing on Testing Contingency Plans and Document Recommendations on Improvements to Contingency Plans.

### Method of evaluation:

This is an attendance course, thus no evaluation will be required

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Backstrom Blvd Pretoria 0018