

## CORPORATE GOVERNANCE

### COURSE DATE

25 - 27 November 2009

### COURSE DURATION

3 days – 08:30 to 16:30 daily

### COURSE FEES

R8 800 (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
- A quality folder, notepad & pen
- Training file & CD
- 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 3200 / FAX 011 582 3201  
E-MAIL TRAINING@ASTROTECH.CO.ZA  
PRIVATE BAG X80500 HOUGHTON 2041

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

### ★ COURSE OVERVIEW

The King Reports and the Public Finance Management Act have firmly established the necessity for directors and senior executives in both the public and private sectors to maintain, and to demonstrate the maintenance of, good corporate governance practices. Furthermore the recently released draft of King 3 makes it even more clear that all levels of management carry some degree of legal and organisational responsibility, and that corporate governance is not the responsibility of directors and executives alone.

Any manager who is not familiar with the elements required of them by the above is going to struggle to meet their legal and fiduciary duties to their respective employers. To assist organisations and their officers to understand what Corporate Governance means and requires, as well as how to go about implementing good governance in practice, AstroTech is offering a training course on "Corporate Governance".

The course will cover key elements of corporate governance, and will include the following topics:

- Corporate governance as per the King II Report and the draft King III Report
- Roles and responsibilities of directors and officers
- Board committees
- Strategic planning and implementation
- Risk management and change management
- Auditing and audit committees
- Compliance, ethics & sustainability reporting
- Governance requirements of the Public Finance Management Act and the Municipal Finance Management Act
- The provisions of the Labour Relations Act regarding disciplinary action in the workplace
- An overview of employment equity and BEE
- Preventing and combating fraud and corruption
- How managers get into trouble
- The major Corporate Governance requirements of the new Companies Act

...AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- All directors and managers of organizations, in the public and private sectors;
- Members of audit committees
- Managers of internal audit departments and other assurance functions
- Government officials that are required to comply with the PMFA and MFMA
- Anyone else with an interest in corporate governance

### ★ OUTCOMES

After attending this course attendees should:

- Understand what corporate governance is actually all about, and have acquired practical advice on how to implement it in your own workplace
- Be able to demonstrate appropriate compliance, and be able to defend yourself against accusations of negligence
- Make contact with fellow businessmen and businesswomen who face similar governance challenges to your own, and develop your professional network

### ★ TAKE HOME TOOLS

- Training file & CD
- A quality folder, notepad & pen
- Telephonic support relating to course content

### ★ SETA ACCREDITATION

AstroTech is an E-SETA accredited training provider. Our provider number is ES/ETQA/0068. This means that your company can claim back the applicable percentage of their skills levies if you make use of AstroTech courses.

### ★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.

Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers AstroTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.



### ★ BBBEE COMPLIANCE

AstroTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through AstroTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

### ★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

#### ➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at [training@astrotech.co.za](mailto:training@astrotech.co.za) For cancellations received more than one week prior to the course:

0% cancellation fee will apply.

For cancellations received less than ONE WEEK prior to the course:

50% cancellation fee will apply.

For cancellations received within 24 hours of the course:

100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

#### ➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional fee of R 1,150 (excl VAT) per delegate. All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

#### ➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

#### ➤ 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 by AstroTech and/or its business partners.

#### ➤ DISCLAIMER

AstroTech wish to advise that they 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.

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to 011 582 3201 or E-mail  
training@astrotech.co.za

## SALES CONTRACT

COURSE NAME: **Corporate Governance**

COURSE DATE: **25 - 27 November 2009**

COURSE CODE: **CGV 251109**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED**

### > DELEGATE DETAILS [Please print clearly]

#### 1 First Name and Surname

Position

E-mail

Cell No.

#### 2 First Name and Surname

Position

E-mail

Cell No.

Special Dietary Needs

No. of Kosher  No. of Halaal  Other \_\_\_\_\_

Special Needs (e.g. wheelchair)

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

### > COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name

Postal Address

Postal Code

Company VAT Registration No.

Telephone No.

Fax No.

### > INVOICE DETAILS

Invoice Contact Person

Telephone No.

E-mail

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES  NO

NB: Please include your AstroTech invoice number as a reference on your deposit when making payment.

### > AUTHORIZATION

Name

Position

Telephone No.

E-mail

Fees

**R8 800.00 (excl. VAT) per delegate**

Signature

Date  /  /

**A 5% discount is applicable for all registrations received two weeks prior to course commencement (11 November 2009). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.**

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Michelle or Samantha on 011 582 3200.

If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of AstroTech's terms and conditions.

