



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Disaster Risk Management Forum Coordination

Business, Commerce and Management Studies / Generic Management

Unit Standard 251962 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the competencies required to establish and coordinate disaster risk management forums within a specific environment. Participants will learn to facilitate multi-stakeholder engagement, develop forum terms of reference, and ensure alignment with legislative frameworks such as the Disaster Management Act. The course aims to enhance collaborative planning and implementation of disaster risk reduction strategies.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	251962
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation and policies to establish a disaster risk management forum.
- Analyze stakeholder roles and responsibilities to ensure inclusive participation in the forum.
- Design terms of reference and operational protocols for the forum's functioning.
- Implement strategies to facilitate effective communication and collaboration among forum members.
- Evaluate the forum's performance and impact on disaster risk reduction activities.
- Demonstrate the ability to document and report on forum proceedings and outcomes.

WHO SHOULD ATTEND

- This course is designed for disaster risk management practitioners, municipal officials, emergency services personnel, and community leaders responsible for establishing or coordinating disaster risk management forums in their organizations or communities.

COURSE OUTLINE

Day 1: Foundations of Disaster Risk Management Forum Coordination

- Introduction to disaster risk management legislation (Disaster Management Act, 2002).
- Overview of the National Disaster Management Framework.
- Purpose and functions of a Disaster Risk Management Forum.
- Stakeholder identification and mapping.
- Roles and responsibilities of the forum coordinator.
- Principles of effective coordination and communication.
- Meeting management: agendas, minutes, and action items.
- Case study: A successful forum in a South African municipality.

Day 2: Operational Coordination and Stakeholder Engagement

- Stakeholder engagement strategies: communication plans and feedback loops.
- Facilitation techniques for multi-stakeholder forums.
- Conflict resolution and consensus building.
- Monitoring and evaluation of forum activities.
- Reporting requirements: quarterly and annual reports.
- Documentation and information management.
- Resource mobilization and budgeting for forum activities.
- Practical exercise: Simulated forum meeting.

Day 3: Advanced Coordination and Continuous Improvement

- Linking forum activities to disaster risk reduction and climate adaptation.
- Developing a forum annual work plan.
- Performance indicators and impact assessment.
- Continuous improvement: lessons learned and best practices.
- Sustainability planning: institutionalizing the forum.
- Networking and partnerships with other forums.
- Presentation of group work: forum improvement plan.
- Course review and assessment.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 251962) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za