



## **Khuthaza Contractor Development: Connection Programme 2012**

*Intermediate Level Certificate Programme*

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**CONNECTION** is targeted to women with at least a year of experience running their own construction companies. Applicants should preferably be involved in the business full time and interested in improving the efficiency, effectiveness and profitability of their operations. Applicants should have registered companies and be compliant with regulatory obligations. Applicants should be able to demonstrate their potential, commitment to business, and the appropriate level of knowledge and experience.

This is an 8-month certificate programme (March – November 2012) taking place in Joburg.

### **Programme Objectives**

The Khuthaza Connection programme creates a forum through which programme participants are able to build upon existing knowledge and skills. The programme will also provide participants with access to industry role-players and opportunities with the established sector. The programme aims to provide participants with skills, exposure, networks and knowledge that will enable you to improve the efficient operations of your companies and engage more effectively with the industry.

This programme sets out to:

- Enhance business, professional and technical skills
- Enable participants to have a greater understanding of the sector
- Improve your ability to access finance
- Encourage specialisation
- Improve your ability to deal with financial, commercial, and contractual issues
- Provide participants with access to BEE related information and opportunities
- Facilitate access to skills, knowledge and tools that should lead to an improvement in a contractor's ability to deliver projects on time, within budget and of good quality
- Develop the pipeline of contractors into the Re a abelana programme and the industry

## Programme Components

Khuthaza's Contractor Development Programmes are unique in that they bring together a number of components and offer development through a wide variety of activities. The activities within each component vary according to the programme level.

<b>PROGRAMME COMPONENTS</b>	<b>DESCRIPTIONS / ACTIVITIES</b>
<b>Assessments</b>	Evaluate where you are in your personal and business development. This info will be useful in identifying areas for development, setting goals and accessing opportunities in the industry.
<b>Career/Business Guidance</b>	Information to enable you to consider options in terms of career development and business specialization.
<b>Personal Development</b>	Leadership, team building, professionalism, presentation and negotiation skills.
<b>Training</b>	Seminars, workshops and formal training targeting a range of skills.
<b>Business Tools</b>	Industry information, business systems, software, templates and other tools to facilitate business development and efficiency.
<b>Networking</b>	Opportunities to engage with others in the industry including SAFCEC, MBSA and a range of stakeholders.
<b>Exposure</b>	Site visits, exposure to specialist businesses and opportunities to interact with established industry.
<b>Advisory</b>	Links to advisors in various aspects of business.
<b>Linkages</b>	Info on and links to appropriate resources, development programmes and BEE opportunities.
<b>Giving Back</b>	Opportunities to share while gaining experience.

## **Programme Activities**

The programme provides a range of Personal, Professional, Business and Technical skills.

### **Training**

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Participants will have the opportunity to register for technical training that suits their specific interests.

Connection training includes:

- Technology and computer skills
- Technical skills
- Cement & Concrete Institute course: SCT 10 Introduction to Concrete

### **Site Exposure**

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- Site visits and volunteer opportunities to gain experience and widen exposure.
- Women's Build project with Habitat for Humanity in August

### **Seminar/Workshop Series**

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A draft programme is included in this document.

## Connection Seminars and Activities 2012 (DRAFT SCHEDULE)

### *March*

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Saturday	10	Launch Seminar and Goal Setting
Mon & Tue	12-13	SCT 10 Intro to Concrete - C&CI (Group 1)
Fri-Sat	16-17	Leading with Emotional Intelligence

### *April*

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Saturday	14	BEE
Thursday	19	The Construction Economy, Industry Trends and Projects in the Pipeline

### *May*

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Fri-Sat	11-12	Business Finance
Mon-Tue	14-15	SCT 10 Intro to Concrete - C&CI (Group 2)
Saturday	19	Strategic Business Planning
Wednesday	23	Procurement – Developing Your Client Base and Accessing Work

### *June*

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Fri-Sat	1-2	Estimating (Costing and Pricing)
Thursday	7	Site Visit
Fri-Sat	22-23	Tendering

### *July*

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Fri-Sat	6-7	Project Management
Saturday	14	Your Supplier Base, Negotiating Prices and Managing Supplier Relationships
Fri-Sat	20-21	Construction Management

### *August*

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Saturday	4	Contracts and Legal Issues
Mon-Tue	6-7	SCT 10 Intro to Concrete - C&CI (Group 3)
Mon-Fri	13-17	Women's Build
Saturday	25	Leading Teams

### *September*

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Saturday	8	Business Risks
Saturday	15	Managing Subcontractors, Labour and Materials
Wednesday	19	Site Visit - Managing Quality

### *October*

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Tuesday	2	Accessing Finance
Saturday	6	Health & Safety Site Visit
Saturday	13	Presenting Your Business and Business Communication
Saturday	20	Khuthaza Teambuilding / Sports Day
Wednesday	24	Green Building

### *November*

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Saturday	3	Project Admin and Managing Finance
Saturday	17	Closing Session: Next steps in developing your business
Mon-Tues	26-27	SCT 10 Intro to Concrete – C&CI (Group 4)

## **Expectations**

Participants should be willing and able to:

- ✓ Attend at least **85%** of the set programme dates
- ✓ Demonstrate a strong ethical character and commitment to the long term development of their businesses
- ✓ Keep Khuthaza informed of all new contracts entered into while involved in the programme
- ✓ Share information on their company (including credit status) to enable Khuthaza and our partners to identify areas for development and to measure that development
- ✓ Make their company profiles available to our partners in the industry
- ✓ Be verified in terms of BEE to ensure maximum access to opportunities
- ✓ Produce annual financial statements (at least by end of programme)
- ✓ Provide company registration information and documentation required to prove that participants will qualify for Enterprise Development under the BEE Codes of Good Practice
- ✓ Demonstrate their experience and have access to critical resources such as their own transport, computer and reliable internet/email

## **Important Dates**

Friday 24 February	Applications Close (18:00)
Friday 2 March	Successful applicants will be invited to register for the programme
Saturday 10 March	Opening Session (8:30 – 14:00)

**Connection 2012 Fee            R3800**

### Option A:

10% Discount offered if received in full by Tuesday 6 March (Total R3420)

### Option B:

R1900 due by Tuesday 6 March and R1900 due by Saturday 30 June (Total R3800)

## **Application**

Please note that there will be a formal selection process for this programme as we are looking for contractors with experience, drive, passion, and plans to continue developing their businesses over the next 10 years.

**Closing Date for Applications:            Friday 24 February (18:00)**

Submit to: Lerato Moalusi, Programme Coordinator  
lerato@khuthaza.org.za            Tel 011 275 0268