



### ***Khuthaza Contractor Development: Re a abelana Programme 2010***

*Building a knowledge and network base that inculcates creative and sustainable avenues for business growth.*

Re a abelana is for the more experienced contractor looking to grow her business. Contractors in this programme should have a minimum of three years experience running a construction company, be fully compliant with all regulatory obligations and have completed at least 3 significant projects. 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 2010) taking place in Joburg.

#### **Programme Objectives**

Re a abelana creates a forum through which programme participants have greater access to leaders in the industry and opportunities with the established sector. The programme aims to provide participants with skills, exposure, networks and knowledge that will enable them to grow their businesses and plan for the long term.

In addition, this programme sets out to:

- Enable participants to have a greater understanding of the sector and to effectively engage with the established construction industry
- Assist contractors to identify areas for development and to improve efficiency
- Improve the contractors' ability to access finance
- Provide participants with avenues to develop their skills – particularly focusing on project management and financial skills
- Improve their ability to deal with financial, commercial, and contractual issues affecting their companies
- Provide participants with access to BEE related 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.

## 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 including: business, financial, technical, IT, project management.
<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, lunch meetings with industry leaders, interaction 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**

---

Participants will have the opportunity to register for training that suits their individual needs.

- Project Management (5 day intense course)
- Technology
- Technical skills
- Professional development

### **Site Visits**

---

- Site visits and volunteer opportunities to gain further experience and widen exposure

### **Seminars**

---

A schedule of seminars will be available soon. Activities will mainly take place on Saturdays. The programme will include topics such as:

- Strategic Planning
- Business Development
- Accounting and Business Finance
- Financial Analysis
- Negotiation Skills
- Coaching and Leading Teams
- BEE
- Risk Management
- Contracts, Legal & Commercial Issues
- Tax and Your Business
- Construction Finance
- Health & Safety
- Communication Skills
- Industrial Relations
- Procurement
- Developing Your Client Base and Accessing Work

## **Expectations**

Participants should be willing and able to:

- ✓ Undergo an interview (new applicants)
- ✓ 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
- ✓ Participate in a thorough assessment process for development purposes
- ✓ 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
- ✓ 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 26 February	Applications Close (18:00)
Tues 2 March	Interviews with Shortlisted Candidates (new applicants only)
Mon-Fri 9-12 March	Individual Assessment Meetings
Saturday 13 March	Opening Session (8:30 – 14:00)

## **Fee**

R5000 (once off fee) for registration payable by the end of March 2010.

## **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 26 February 2010