



### ***Contractor Development: Khuthaza Connection Programme 2009***

The Connection programme is targeted to women with at least a year of experience running their own construction companies. Applicants should 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 (18 April – 21 November 09) taking place in Joburg.

#### **Programme Objectives**

The Khuthaza Connection programme creates a forum through which programme participants are able to build upon their 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 them to improve the efficient operations of their companies and engage more effectively with the industry.

In addition, this programme sets out to:

- Enhance business, professional and technical skills
- Enable participants to have a greater understanding of the sector
- Improve the contractors' ability to access finance
- Encourage specialisation
- 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
- To 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.

## Monthly Colloquium Series

### *April*

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Saturday 18 Opening Session

### *May*

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Saturday 9 Optimising Your Performance Part 1  
Saturday 16 Construction Economy & Review of Regulatory Environment  
Saturday 23 Business Planning, Specialisation and Opportunities in the Industry

### *June*

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Saturday 6 Optimising Your Performance Part 2  
Fri & Sat 12-13 Business Finance & Accounting  
Thursday 18 Accessing Business Finance

### *July*

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Saturday 4 Optimising Your Performance Part 3  
Thursday 9 Procurement and Sourcing Work  
Fri & Sat 10-11 Tendering  
Thursday 16 Site Visit  
Fri & Sat 24-25 Costing & Pricing

### *August*

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Saturday 1 Contracts & Legal Issues  
Mon-Tues 3-4 Cement & Concrete Institute: Concrete Practice SCT10 (Group 1)  
Saturday 8 Women's Day Activity (To be confirmed / optional)  
Fri & Sat 21-22 Construction Management

### *September*

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Saturday 5 Health & Safety with Site Visit  
Saturday 12 Quality Control with Site Visit

### *October*

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Saturday 3 Working with Suppliers and Subcontractors  
Mon-Tues 5-6 Cement & Concrete Institute: Concrete Practice SCT10 (Group 2)  
Saturday 10 Project Administration and Managing Project Finance  
Saturday 24 Communication & Presentation Skills

### *November*

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Saturday 7 Improving Your Access to Finance  
Saturday 14 Risk Management  
Saturday 21 Closing Breakfast - Theme: Developing Your Business  
Mon-Tues 30-1 Cement & Concrete Institute: Concrete Practice SCT10 (Group 2)

## 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

Thursday 2 April	Applications Close (18:00)
Thursday 9 April	Successful applicants will be invited to register for the programme
Saturday 18 April	Opening Session (8:30 – 14:00 at SHF in Parktown)

## Fee

R3600 once off fee for registration (due by 18 April) = only R450 per month!

**or**

R4350 payable in three installments of R1450 (due by 18 April, 31 July, 30 October)

*\* Each participant will receive a training budget to be tailored for their individual needs.*

## 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:            Thursday 2 April (18:00)