



CORPORATE TRAINING FOCUSED ON RESULTS  
[www.contractsondemand.co.za](http://www.contractsondemand.co.za)

# Specialist Workshop Training for the Building & Construction Industry

Delegates will leave these Workshops feeling informed and confident, having received training from qualified Professionals.

## SPECIALIST WORKSHOPS - 2011

- Venues:** Leading Attorney Companies  
Johannesburg, Cape Town, Durban
- Date:** Generally on Thursdays  
(See Programme below)
- Time:** Full day workshops 10h00 to 17h00
- Networking  
Buffet lunch:** 13h00 to 14h00
- Provided:** Workbook per Delegate  
Attendance Certificate per Delegate for CPD Points
- Limited number  
of Delegates:** First-come-first-serve basis

**Early Bird Offer – See Below**

### Delegates will:

- Find out the best ways of using the PROCSA Professional Agreements
- Understand the Roles of the Professional team and its interaction.
- Become more knowledgeable about the Project Stages of Work
- Learn about the process of Development Planning
- Understand the systems of Financial Planning and Control
- Find out how to obtain project finance
- Understand the problems associated with managing project information
- Find out how to manage Project Documentation in all stages of the project
- Learn about what electronic services and systems are available, to save time

## Who Should Attend:

- **Owners & Developers**
- **Architects,**
- **Consulting Engineers,**
- **Project Managers,**
- **Quantity Surveyors,**
- **Government Departments,**
- **Building Contractors,**
- **Sub-contractors**
- **Suppliers.**

## Specialist Workshop Programme – 2011

### 1. PROCSA Professional Agreements

JHB 2<sup>nd</sup> June 2011  
CT 9<sup>th</sup> June 2011  
DBN 23<sup>rd</sup> June 2011

Module 1- PROCSA Organisation & History  
Module 2 - PROCSA Documents and their Use  
Module 3 - The Matrix Document & Scope of Services  
Module 4 - The PROCSA Electronic Service  
Module 5 - Roles of the Project Manager, Principal Agent and Consultant  
Module 6 - Role of the Employer / Developer  
Panel Questions & Answers

### 2. Property Development Cost Planning & Control

JHB 1<sup>st</sup> September 2011

Module 1- Development Planning  
Module 2 - Financial Feasibility  
Module 3 - Project Finance  
Module 4 - Some software systems available  
Panel Questions & Answers

### 3. Project Information & Documentation Management

JHB 13<sup>th</sup> October 2011

Module 1- The Problems of Project Document Management  
Module 2 - Pre-Contract, Contract & Post-Contract  
Module 3 - Programming & Planning  
Module 4 - Project Information & Document Control Systems  
Panel Questions & Answers

## Feedback:

Delegates who attended the 2010 Workshops commented:

*"The Specialist Workshop Speakers certainly provided value for money."*

*"The Workshops were very informative and valuable for Professional development and attaining CPD Points."*

## Investment:

**Cost: R 2 995 per Workshop.** (excl. VAT)

**Workshop Duration: Full Day**

**Workshop Fee Includes:** Workbook providing comprehensive course documentation and a Certificate of Attendance for claiming CPD Points. Networking Buffet lunch.

**CPD Points:** Application has been made to the following organisations for Level 1 CPD Validation: ASAQS, SAIA, CESA, ACPM.

**Multiple Discounts:** Orders for more than two Specialist Workshops attract discounts. Please contact us for information on these.

**Specialist Workshop Discounts:** Delegates who order all 4 Contract Law Workshops will qualify for a 20% Discount on the above Specialist Workshops.

### Early Bird Offer

**Companies that book Specialist Workshops at least 2 months prior to the Workshop date, will qualify for a discount of R500 per Workshop.**

For registration form, please  
e-mail us on: [sales@contractsondemand.co.za](mailto:sales@contractsondemand.co.za)  
or call us on: **087 940 9656 or 087 940 9655**

Alternatively, please complete the Registration form attached to this e-mail and fax it  
back to us on:  
Fax 011 462 2014

### Contract Law Workshops

Contracts On-Demand will also be organizing another series of Contract Law Workshops in 2011 on the subjects of:

Corporate Liability, Payment & Completion, Use of the New Edition 6 – JBCC Building Agreements,

Building & Construction Legislation

Please see our Separate Brochure.

### CORPORATE IN-HOUSE WORKSHOPS

**Do you have a group of delegates to train? Call us for a cost effective In-house Corporate Workshop.**

Contracts On-Demand organizes In-House Corporate Workshops to meet your needs, on specific Building & Construction subjects.

## The Organisations offering the Workshops

### Attorney Companies

We have chosen the leading Attorney companies in South Africa, to partner us in holding these Specialist Workshops. They have an extensive blue-chip client bases of major domestic and international clients, banks, financial institutions, state authorities and Building and Construction organisations. Their wealth of experience in Building and Construction enables them to assist with your own unique business challenges and other issues that require legal insight and advice.

### Contracts On-Demand:

Contracts On-Demand is a leading company in the organization, management, marketing and selling of Contractual Training Workshops for the Building and Construction Industry. The company also develops and runs Contractual Electronic Services, including the JBCC and PROCSA Electronic Services.