

course date

Date: 20 July – 1 August 2008
Graduate School of Business
University of Cape Town

Note: Limited to 64 delegates!

very important please read carefully

The closing date for applications is 30 April 2008.

The emphasis on the PDP course is interactive participation, therefore the number of delegates on the programme is limited to 64. Due to the high standard of this course, the organisers reserve the right to select the appropriate delegates to attend this course.

The composition of the groups is as balanced as possible, with regard to the disciplines from which the participants are drawn. Applicants will be advised of their acceptance by the end of May 2008 and will be supplied with all relevant information well in advance of the programme starting date.

- PDP ends with a formal dinner on Friday evening, 1st August 2008. Delegates depart on Saturday morning the 2nd of August 2008.
- Details regarding arrival and registration will be sent to delegates before the programme begins.
- Transport: Arrangements can be made for airport transfers to and from Cape Town International airport if required.
- GSB Facilities: Delegates have access to the GSB library which is a major information resource covering a wide field of business.
- Laundry facilities are also provided at own account.
- Lunch for delegates own account.

cancellation policy

Cancellations for the course must be received not later than three weeks before the course starts. In the event that the organisers cannot find a replacement, no refund will be made.

registration



Jane Padayachee

SAPOA – PDP 2008

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Fax (011) 883 0684 Tel (011) 883 0679

Email events@sapoa.org.za

www.sapoa.org.za

course fee (vat inclusive)

TUITION:
SAPOA Members: R20 232.00 per person (VAT Incl)
Non-Members: R26 116.00 per person (VAT Incl)

DO NOT SEND YOUR PAYMENT WITH THIS APPLICATION – YOU WILL BE INVOICED ONLY ONCE FINAL SELECTION IS MADE.

If I am accepted on the PDP course, I will make use of the following accommodation and I am aware that I must do my own booking: Please tick to show your preference:

ACCOMMODATION:

NB: Must be booked directly with hotel. On enquiry mention GSB Executive Education programme to qualify for these special rates.

Option 1:
Recommended
Commodore Hotel (5 Star)
Standard room p/night, Bed & Breakfast
R895.00 (VAT inclusive).
Contact: Beatrice Seekoei or Jacqui Engelbrecht,
Tel: (021) 415 1000 Fax: (021) 415 1177
Email: bseekoei@legacyhotels.co.za

Option 2:
Portswood Hotel (4 Star)
Standard room p/night, Bed & Breakfast
R760.00 (VAT inclusive).
Contact: Jacques Williams,
Tel: (021) 415 1000 Fax: (021) 419 7570
Email: jwilliams@legacyhotels.co.za

Option 3:
Breakwater Lodge (Economy)
Single Room (Twin Shared bathroom)
Bed & Breakfast R343.00 (VAT inclusive.)
Single Room (En-suite Private bathroom)
Bed & Breakfast R553.00 (VAT inclusive.)
Contact: Liezel Witbooi
Tel: (021) 406 1063 Fax: (021) 406 1436
Email: liezelwi@gsb.uct.ac.za

NB: Lunch and dinner are excluded. Stonebreakers Restaurant on the Breakwater Campus offers lunch and dinner at R72.00 per meal.

ACCOMMODATION AT THE BREAKWATER LODGE, AT THE GSB, CAPE TOWN

Please note: Only 45 rooms have private bathrooms, and 19 have shared showers. Rooms will be allocated on a first-come first-served basis.

background to the educational programmes

Each year, SAPOA – in partnership with various tertiary Educational Institutions – presents a range of short courses and training programmes in commercial property.

The PDP course is designed to meet the needs of middle and senior management positions in the commercial property industry. The number of delegates attending each course is limited, and it is recommended that application forms are processed and submitted urgently in each instance.

The attached pages provide a synopsis of the Property Development Programme, as well as a registration form. Please make copies of the registration form for your own records.

group discussions and field work projects

The composition of the groups is as balanced as possible, with regard to the disciplines from which the participants are drawn.

Groups will tackle projects such as:

- Valuation of a property
- Financing alternatives for property development or acquisitions
- Town planning implications of a given property

areas of study continued

• OTHER MODULES

The course will also include other subjects such as:

- Introduction to property development
- Design technology
- Property and the environment
- Financial feasibility
- Valuations
- Property economics
- Risk management
- Asset management
- Property financing methods
- Facilities management
- Property research
- Tourism
- Negotiation skills
- Property Development and how to drive entrepreneurial development



S A P O A

PDP

EDUCATIONAL PROGRAMMES 2008

20 JULY – 1 AUGUST 2008

CAPE TOWN



UCT
GRADUATE
SCHOOL OF
BUSINESS
UNIVERSITY OF CAPE TOWN

Proudly sponsored by:



The extremely popular Property Development Programme is presented jointly by the Graduate School of Business (GSB) of the University of Cape Town, and SAPOA. This intensive two-week course, held at the GSB in Cape Town, is South Africa's premier management programme on property finance, valuation, property law, negotiation, investment, development, marketing and management.

Delegates attending PDP will find their skills and knowledge sharpened not only by the practical instruction and case studies, but also by the interchange of ideas with their course colleagues, resulting in an extended basic knowledge in the principles and practices of property investment, development, marketing and management.

An experienced GSB faculty – supplemented by national and international instructors – will provide a strong base to the programme in the areas of financial management, group dynamics, strategic thinking, negotiation and presentation skills and economics. The balance of the instruction and seminar leadership will come – sourced by SAPOA – from leading figures in the industry and from a series of projects, which will be undertaken on a competitive inter-team basis.

One long-term objective of the course is to promote the profitability of sponsoring companies through high level management development. In addition, delegates build longlasting business and personal relationships with course colleagues.

Participants are drawn from the many disciplines that comprise the commercial property industry, for example, property development, financial, legal, architectural, engineering, quantity surveying, building planning and the broking sectors.

The calibre of participants is traditionally very high and the standard of instruction is therefore pitched at senior and potential senior management.

areas of study

ECONOMICS

The course covers the present state and future prospects of the South African economy. It also offers a broad insight into the impact of domestic and international developments on the property market.

- **FINANCIAL MANAGEMENT**

Focusing on the role of the financial manager, this segment is designed to help management develop strategies to deal with change in the business climate. Topics include: cash management, return on investments, discounted cash flow and innovative financing.

- **MARKETING**

Insight into the principles of marketing, sound marketing strategies and the opportunities for marketing property.

- **VIABILITY, FEASIBILITY AND VALUATION**

Assessment of the viability of projects. The segment on valuations will examine the broad economic principles of property valuations and the difference between cost and value.

- **CONTRACTS & TENDERS**

Topics include: Bills of Quantities, different types of building contracts, competitive tenders and negotiated contracts, competitive negotiation, how to reduce the overall planning and building period, and the standard building contract.

- **TOWN PLANNING**

Participants will be taken through the whole planning process, including procedures. The course gives an introduction to town planning and the establishment of townships, examines the legislative framework, the controls and design standards within which planners must work.

- **PROPERTY MANAGEMENT**

This segment deals with the management of income producing properties: commercial and industrial (factories, offices, shopping centres), residential, parking garages.

- **PROPERTY LAW**

A review of legislation applicable to all property matters, including property legislation.

- **PROPERTY TAXATION**

The principles and practicalities of taxation as they affect purchases, the sales of property, the design of buildings and complexes, and property management, including VAT. Possible future taxation scenarios as they affect property will also be discussed.

- **STRATEGIC THINKING – DOING BUSINESS IN THE CHAOTIC WORLD**

A pragmatic process of strategic thinking in order to help participants contextualise the inevitable challenges and opportunities of the future market place.

- **PROJECTS**

The culmination of the course is the application of principles learned on the course to a theoretical property development in or around Cape Town. In addition, case studies and daily projects are set.

structure of the course and workload

A maximum of 64 delegates are selected to attend each PDP. The organisers will select delegates and reserve the right to accept or reject applications. The PDP course is extremely intensive, with lectures and projects from 08h30 to 23h00, Monday through to Friday, hence the requirement that delegates live in residence.

The learning process is stimulated through a combination of class instruction, discussion, seminars and project work.

This is supplemented by periods of private preparation, during which the delegate reviews the course material provided during the past day, and prepares for coming lectures. Participation in lectures and groups is essential for the learning process. Projects are assigned during the course, for completion by the groups. A final group project to be presented to a panel of judges.

On the last evening of the course, delegates attend a dinner at a private venue to be advised, where they receive certificates from the GSB and awards are made for the final project.

An assessment of each delegate will be forwarded to the sponsor and delegate on completion of the course.

1. DELEGATE

Title

Surname

First name

Known name

ID Number

Age Gender Male Female

E-mail

Cell

Tel

Fax

Company

Current position

Number of years in current position

Detailed property experience _____

PROFESSIONAL TRAINING

Indicate priority by numbering NO MORE THAN TWO of the following categories of your own professional training:

- | | |
|---|--|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Practising attorney |
| <input type="checkbox"/> Commercial/industrial | <input type="checkbox"/> Company legal advisor |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Marketing/Broking |
| <input type="checkbox"/> Civil | <input type="checkbox"/> Management |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Development |
| <input type="checkbox"/> Other (please specify) | |
| <input type="checkbox"/> Financial/Investment | <input type="checkbox"/> Quantity Surveying |
| <input type="checkbox"/> Large institution | <input type="checkbox"/> Town Planning |
| <input type="checkbox"/> Private practice | <input type="checkbox"/> Valuers |
| <input type="checkbox"/> Banking/Building Society | |
| <input type="checkbox"/> Property management & development | <input type="checkbox"/> (please specify) |
| <input type="checkbox"/> Developer with financial involvement | |
| <input type="checkbox"/> Developer on behalf of Institution/Company | |
| <input type="checkbox"/> Professional project manager | |

2. SPONSORING COMPANY/ENTITY TO INVOICE

SAPOA Member? Please tick Yes No

Name of Company (or Individual)

Main business of sponsoring company

Accounts Contact Person

Tel

Fax

E- mail (Person responsible for payment)

Postal address in full

Postal Code

Physical address (for courier/hand-delivery purposes)

Postal Code

VAT Registration

Please obtain signatures from your Line Manager in support of this application:

Name of line manager

Signature of line manager _____

Signature of applicant _____

Date

As a consequence of the demand and the limited number of delegates the organisers reserve the right to be selective of applicants.