



Property Training Courses

January – April 2006

Property training courses from the leading private sector provider of post-graduate education to the property industry...

How to Negotiate A Learning Experience

Wednesday, 19 January

Commercial Property Management

Strategy and Function

Tuesday, 24 January

Planning

The Essentials

Thursday, 26 January

Property Investment Appraisals & Analysis

Tuesday, 7 February

Project Management

The Essentials

Tuesday, 28 February

Property Development Appraisals

Wednesday, 1 March

Service Charge Law and Practice

Solving the Problems

Friday, 3 March

Site Assembly

**The Use of Conditional
Contracts and Options**

Tuesday, 7 March

An Introduction to Commercial Leases

Monday, 13 March

Property Tax for the Non-Tax Specialist

Tuesday, 21 March

How to Read Balance Sheets and Other Accounts

Friday, 24 March

What to do at Lease Renewal

Monday, 27 March

Understanding Social Housing

Tuesday, 28 March

Property Valuation Process, Method and Interpretation

Wednesday, 29 March

The Management of Residential Property

Friday, 31 March

Rent Review Essentials Principles and Practicalities

Tuesday, 25 April

Funding Property Transactions

Wednesday, 26 April

The Art and Science of Site Finding

Thursday, 27 April

HOW TO NEGOTIATE A Learning Experience

Wednesday, 19 January 2006

Course Code: T823

6 CPD hours

The course will cover:

- Developing a structure for negotiating
- The behaviour that needs to be developed to ensure successful negotiating
- The differences between individual and group negotiations
- The characteristics of negotiation
- The outcomes and problems of negotiation
- Strategy and techniques for negotiating
- Personal aspects of negotiation
 - personality profiles
 - body language
- Basic psychology
- Preparation of skills for negotiation
- Highly practical exercises

COURSE DIRECTOR:

Peter McManus, *Property Development Consultant, Chartback Ltd*
Lecturer in Negotiation and Management Skills

COMMERCIAL PROPERTY MANAGEMENT Strategy and Function

Tuesday, 24 January 2006

Course Code: T824

6 CPD hours

This workshop will look at both the strategic role property can play in a portfolio, as well as a wide range of aspects which centre on the daily running of an estate management plan.

This practical course will look at the important practical principles and elements of commercial property management focusing on such issues as:

- Portfolio, asset and estate management compared and contrasted
- Occupational contracts and agreements
- The 'business' lease
- Negotiation of new or renewal tenancies
- Rent and rent reviews
- Business Rates and Business Improvement Districts
- Repairs, dilapidations and deleterious materials
- Service charge liabilities, apportionments and management
- Assignments and sublettings: opposition and grant
- Tenant Default

COURSE DIRECTOR:

Derek Bruce, *MSc Course Director in Real Estate Kingston University*

PLANNING The Essentials

Thursday, 26 January 2006

Course Code: T825

6 CPD hours

The course will cover:

- Planning applications
- The Planning Officer's Report
- Negotiating with Local Authorities
- Planning obligations and planning contributions
- Estimating the chances of planning consent success
- Appeals
- Latest Government circulars and update on planning policy guidance
- The new Planning and Compulsory Purchase Act 2004
- Environmental Impact Assessment
- Listed buildings and conservation areas
- Judicial review – how likely and with what consequences

COURSE DIRECTORS:

Richard Harwood, *Barrister, 39 Essex Street*
Andrew Warner, *Partner, Dalton Warner Davis*

Concentrating on commercial property, this course will provide an insight into property investment decision-making. The course is designed for users of commercial property valuations to help them understand the impact of value on the investment process.

The course will cover:

- Property as an investment
- Price vs value vs worth
- Discounted cash flow (DCF) vs conventional valuation techniques
- Accounting for rental and capital growth
- Accounting for risk. Expectations vs forecasts
- Performance measurement issues
- Identifying areas of possible confusion, misinterpretation and potential conflict

COURSE DIRECTOR:

Nick French, Senior Lecturer and Donaldsons Fellow in Real Estate, The University of Reading Business School

PROPERTY INVESTMENT APPRAISALS AND ANALYSIS

Tuesday, 7 February 2006

Course Code: T826

6 CPD hours

Delegates are advised to bring a calculator to this course

The course will cover:

- The project manager's role: scope and limitations
- The project manager as the professional client
- Taking and writing the client's brief
- Selecting and building a project team
- The art of effective communication
- Project evaluation: development strategy and project viability
- The pre-construction phase
 - understanding the client's objectives
 - design management
 - selecting a procurement route
- The project manager in the on-site phase
 - programme management
 - change control
 - achieving a quality product
- The project manager in the post practical completion phase
 - managing defects
 - project handover documentation
- Legal obligations of a project manager: theory and practice
- Terms of appointment and collateral warranties
- Delivering to standard, on time, on budget: ensuring best practice and minimising likely conflicts

COURSE DIRECTORS:

Jon Fitton, Director, Fitton Associates Ltd
Peter Bincow, Partner, The Berkeley Consultancy

PROJECT MANAGEMENT The Essentials

Tuesday, 28 February 2006

Course Code: T827

6 CPD hours

The course will cover:

- Residual valuations and development appraisal
- Appraisal methodology
- Cash flow techniques
- Measures of profitability – profit erosion calculations
- Ground rent and premium derivation
- Refinement – sensitivity and marginal viability analysis
- Timing, phasing and interim receipts – grants etc
- Review of computer software – use of spreadsheets
- Avoiding negligence – making the right notes and assumptions

The course will be of interest to developers, land owners, lenders and funders.

The course includes an interactive workshop session.

COURSE DIRECTOR:

Simon Wainwright, Managing Director, J Peiser Wainwright – Real Estate Advisers

PROPERTY DEVELOPMENT APPRAISALS

Wednesday, 1 March 2006

Course Code: T828

6 CPD hours

Delegates are advised to bring a calculator to this course

SERVICE CHARGE LAW AND PRACTICE

Solving the Problems

Friday, 3 March 2006

Course Code: T829

6 CPD hours

The course will cover:

- The landlords' aims; the tenants' aims; the inherent conflicts
- Different types of service charge
- Management costs
- Auditing and certificates
- Latest views on statutory and common law reasonableness tests
- Commonhold and Leasehold Reform Act 2002 and the Regulations made in 2003: changes to the residential service charge code
- Potential legislative changes
- Guidance notes
- Common shortcomings in leases
- Drafting suitable lease provisions
- Liability of assignors and assignees when leases change hands
- Apportioning the costs of unevenly shared services
- Solving the most common problems
- Value for money
- Benchmarking

COURSE DIRECTORS:

Philip Freedman CBE, Senior Property Partner, Mishcon de Reya
Derek Bruce, MSc Course Director in Real Estate, Kingston University

SITE ASSEMBLY

The Use of Conditional Contracts and Options

Tuesday, 7 March 2006

Course Code: T830

6 CPD hours

This will be an interactive and highly practical course, making extensive use of real world examples. There will be a particular focus on the issues surrounding the delivery of regeneration development projects and the differing issues facing the public and private sectors. The course will cover:

- When and why to use conditional contracts and options
- Site assembly issues, including restrictive covenants, rights of light, rights of way and ransom strips
- Common pitfalls and how to avoid them
- Planning issues
- Environmental issues
- Overage provisions
- Partnering, PPP and PFI
- Taxation treatments, including corporation tax, income tax, capital gains tax, stamp duty land tax and VAT
- Standard and non-standard terms and drafting considerations

COURSE DIRECTORS:

Christine McElroy, Partner, Corporate Tax, Bevan Brittan LLP
Colette McCormack, Associate, Planning and Regeneration, Bevan Brittan LLP
Mukhtiar Tanda, Associate, Real Estate, Bevan Brittan LLP

AN INTRODUCTION TO COMMERCIAL LEASES

Monday, 13 March 2006

Course Code: T831

6 CPD hours

The course will cover:

- The terms you should seek when letting as a landlord and the terms you can accept when taking a property as a tenant
- What is possible in practice in the current market and what is now usual
- New procedures for excluding the 1954 Act
- The length of term and security of tenure
- Tenant/guarantor liability
- Assignment and subletting
- Rent review
- Repairs and service charges
- General tenants' covenants
- Insurance
- Mistakes to avoid

COURSE DIRECTOR:

Philip Freedman CBE, Senior Property Partner, Mishcon de Reya

The course will cover:

Landlord and Tenant

- Stamp Duty and Stamp Duty Land Tax
- Rent
- Premiums/reverse premiums
- Agreements for lease
- Surrenders/agreements for surrender
- VAT
 - waiver of exemption
 - anti-avoidance
 - is the tenant providing finance?
 - landlord's election
 - premises and fit-outs
- Service Charges
 - sinking funds

Structuring Purchases

- Stamp Duty and Stamp Duty

Land Tax – including latest developments

- VAT
 - disclosure requirements
 - waiver of exemption
 - VAT registrations
 - transfers of going concerns
 - residential buildings

Latest Developments

- Pre-Budget Report 2005
- Budget 2006

Capital Allowances

- Industrial buildings
- Enterprise Zones
- Plant and machinery
- Small or medium sized businesses
- Contaminated land relief

Intra Group Transactions

- Company/property sales

COURSE DIRECTORS:

Robert Field, *Partner, Tax Group*, Lawrence Graham

Sarah Cardew, *Solicitor, Tax*, Berwin Leighton Paisner

Jonathan Legg, *Solicitor, Tax Group*, Lawrence Graham

Malcolm Powell, *Senior Tax Manager*, RSM Robson Rhodes LLP

PROPERTY TAX FOR THE NON-TAX SPECIALIST

Tuesday, 21 March 2006

Course Code: T832

6 CPD hours

The course will cover:

- An introduction to reading, understanding and interpreting company accounts
- How a business reflects its transactions in the balance sheet and profit and loss account
- The importance of cash and cash flow forecasting to a business
- Interpretation of accounts: getting behind the jargon
- Property accounting issues with worked examples
- An introduction to trend and ratio analysis
- Accounting terminology
- An introduction to International Financial Reporting Standards

COURSE DIRECTORS:

Philip Slavin, *Senior Manager*, Deloitte

Judith Tacon, *Manager*, Deloitte

HOW TO READ BALANCE SHEETS AND OTHER ACCOUNTS

Friday, 24 March 2006

Course Code: T833

6 CPD hours

Delegates are advised to bring a calculator to this course

An in-depth programme of instruction on:

- What should be done, when and how, and by whom?
- What are the tricks of the trade and the traps for the unwary?
- Common errors and how to avoid them
- What the 'New 1954 Act' rules are and how they should be applied

Session 1 Application of the 1954 Act – contracting out and avoidance devices

Session 2 Procedure for termination

Session 3 Grounds of opposition and compensation

Session 4 Renewed leases – terms of the new lease: rent, length and other provisions – updating vs old lease provisions. Effect of Code of Practice on renewal

Session 5 Outstanding renewals under the old rules – how are these affected?

COURSE DIRECTORS:

Simon Curtis, *Head of Lease Advisory*, Cushman & Wakefield Healey & Baker

Dellah Gilbert, *Solicitor, Real Estate Disputes Team*, Lovells

WHAT TO DO AT LEASE RENEWAL

Monday, 27 March 2006

Course Code: T834

6 CPD hours

UNDERSTANDING SOCIAL HOUSING

Tuesday, 28 March 2006

Course Code: T835

6 CPD hours

The course will cover:

- ➔ Planning requirements
 - development plan requirements
 - circular 6/98
 - revisions to local plans
 - the position in London and the Regions: how they differ
 - proposed changes to PPG3
- ➔ Negotiations with the planning authority
 - target percentage requirement
 - economics of the scheme
 - Local Authority requirements
 - housing needs assessments
- ➔ Role of Housing Associations
 - what they are
 - selecting the right one
- ➔ Section 106
 - Local Authority approved lists
 - funding of s106 schemes
- ➔ Grants and finance
 - funding sources
 - strategic partners of the Housing Corporation
 - grant direct to developers
 - scheme implementation
- ➔ The Government's agenda
 - nationally
 - regionally
 - sub-regionally
- ➔ The Local Authority's perspective
- ➔ Key Worker/intermediate market housing

COURSE DIRECTORS:

Anthony Bowhill, Consultant, CgMs Consulting

Kelvin Kift, Director – Development Programme, Circle Anglia Group

Darren Welsh, Chief Housing Officer (Strategic Services), Welwyn Hatfield Council

PROPERTY VALUATION Process, Method and Interpretation

Wednesday, 29 March 2006

Course Code: T836

6 CPD hours

Concentrating on commercial property, this course will cover property valuation as practised in the UK. The course is designed for valuers employed in valuing commercial investment property.

The course will discuss and consider the process of valuation under the various Professional Standards. It will also discuss the appropriateness of the methods to be used and the interpretation of the results by the users of the valuations.

The course will cover:

- ➔ Valuation Concepts; the role of valuation
- ➔ Bank lending
- ➔ RICS Appraisal and Valuation Standards applying to valuations for:
 - bank lending
 - investment property
 - specialised property
- ➔ International and European valuation standards and guidance
- ➔ Valuation variance
- ➔ Valuation uncertainty
- ➔ Discounted cash flow techniques – quarterly in advance
- ➔ Identifying areas of possible confusion, misinterpretation and potential conflict

COURSE DIRECTOR:

Nick French, Senior Lecturer and Donaldsons Fellow in Real Estate, The University of Reading Business School

THE MANAGEMENT OF RESIDENTIAL PROPERTY

Friday, 31 March 2006

Course Code: T837

6 CPD hours

The Art and Practice of Strategic and Day to Day Management - Houses, Flats and Blocks of Flats

The course will cover:

- ➔ Relevant legislation including: Rent Act 1977, Landlord and Tenant Act 1985-1987, Leasehold Reform Act 1993, Housing Act 1996, Commonhold and Leasehold Reform Act 2002
- ➔ Letting arrangements
- ➔ Tax obligations
- ➔ The financial and physical aspects of repair and maintenance
- ➔ The 'enhance investment value' role of the property manager
- ➔ Enforcing the tenants' obligations
- ➔ Resolving disputes
- ➔ Contracting for services - contracts, contract terms and contract management

COURSE DIRECTOR:

Derek Bruce, MSc Course Director in Real Estate, Kingston University

The course will cover:

- The hypothetical world of rent reviews
- Initiating the review – time limits and notices
- The critical assumptions and disregards
- Review clause workshop
- Third party procedures
- Analysis of evidence
- Rent review negotiation workshop
- The duties of an expert witness and making the best of your case
- Challenging the decision of a third party
- Fees, costs and Calderbanks

COURSE DIRECTORS:

Derek Bruce, MSc Course Director in Real Estate, Kingston University
Simon Curtis, Head of Lease Advisory, Cushman & Wakefield Healey & Baker

RENT REVIEW ESSENTIALS Principles and Practicalities

Tuesday, 25 April 2006
Course Code: T838

6 CPD hours

Delegates are advised to bring a calculator to this course

This will be a highly interactive course, featuring a variety of workshops. It will cover:

- Development appraisals
- Development funding
- Short, medium, long term and forward funding
- Terms, conditions and costs
- Hedging and risk management
- What can and cannot be borrowed
- Income cover
- Off balance sheet debt
- Limited recourse and non-recourse loans
- True rates of interest and interest rate hedging
- Environmental considerations
- Tax considerations
- Mezzanine finance
- Worked examples

COURSE DIRECTORS:

David Downing, Principal, David J Downing Chartered Surveyors, Commercial and Development Property Consultants
Michael Lister, Relationship Director, Bank of Ireland Property Lending

FUNDING PROPERTY TRANSACTIONS

Wednesday, 26 April 2006
Course Code: T839

6 CPD hours

Delegates are advised to bring a calculator to this course

With changing planning processes, new timescales for development plan documents, and increasing emphasis on sustainability in the identification and allocation of land, this course seeks to identify key issues that development companies should take into account in seeking and promoting new sites for development. This course will cover:

- New planning processes at regional and local levels
- Key messages from Government guidance and emerging plans for land finding
- Brownfield opportunities
- The role of Greenfield sites and their identification
- Option agreements (and alternatives)
- Expectations for planning obligations
- Site valuation
- Site promotion in the new system

The course will be of interest to developers, land owners, lenders, funders, their agents and advisors.

COURSE DIRECTORS:

Neil Bucknell, Partner, Laytons Solicitors
Mike Shackleton, Partner, Shackleton Blackmore
Ian Tant, Joint Senior Partner, Barton Willmore Planning Partnership

THE ART AND SCIENCE OF SITE FINDING

Thursday, 27 April 2006
Course Code: T840

6 CPD hours

All training courses will commence at 9.30am and end at approximately 5.00pm. Delegates should register by 9.15am to ensure a prompt start.

All courses will take place at:

THE STRAND PALACE HOTEL, Strand, London WC2R 0JJ. Tel: 020 7836 8080

SPACES ARE LIMITED. TO AVOID DISAPPOINTMENT PLEASE BOOK EARLY

These events may be applicable for Licensed Conveyancers, Law Society and RICS CPD hours. Certificates of Attendance are available on request at each course.

Venue, Timings and CPD

