

**2021 COURSE**

**HANDBOOK**

*Skills for growth*





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## ABOUT THE UDIA

### Helping property professionals gain expertise through courses created by the industry's peak body.

The Institute has been offering professional development opportunities to its members since 2013. Our property development courses are valued for their relevance and connection to the current skills necessary to succeed in residential development. The courses on offer reflect the training needed to create capable property professionals.

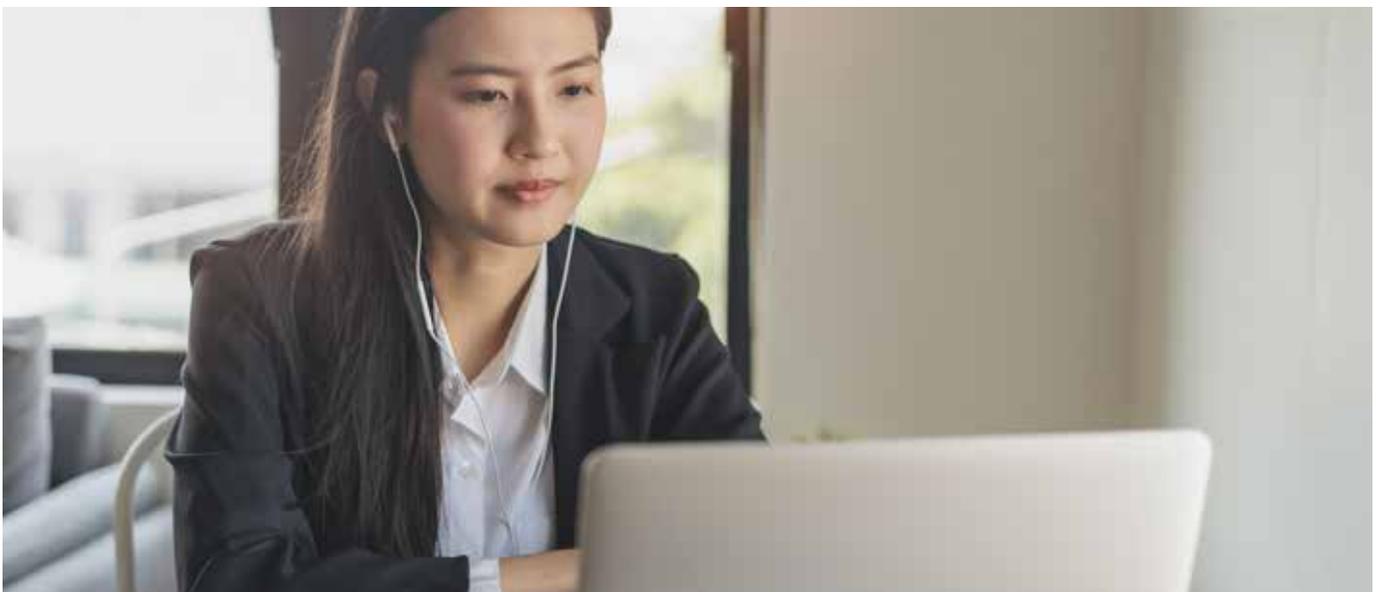
All course presenters are selected for their property knowledge and experience, because we value the real-life, firsthand insights they have to share with course attendees.

Businesses that choose the UDIA for employee training reap the benefits of increased employee capability and organisational growth.

**“I loved the real life scenarios and how they are dealt with from different professional perspectives.”** Course participant

The 2021 program is organised into three core categories: Residential Development, Research & Leadership, and Government. These categories reflect the feedback of members and the skills they need in order to develop their team members and grow their organisations. The course delivery modes - in-person and webinar - has also been designed to unlock access to professional development for members outside of South East Queensland.

Our 101 and Advanced courses are differentiated by the existing knowledge of participants and also provide a pathway for deepening industry understanding. One of the benefits of being a member is exclusive access to our Advanced courses, which are closed to non-members.



# PROGRAM OVERVIEW

The Institute offers a range of courses across key skill areas critical to residential property development.

Our property development courses are split into **introductory and advanced streams**. The **101 webinars** are a great way to expand knowledge in a short timeframe without leaving the office. The **advanced property development courses are in-person**, delivered in Brisbane, and an opportunity to gain more in-depth industry education.

101

Introductory "101" course

ADVANCED

Advanced course



Delivered in-person



Delivered via webinar

## RESIDENTIAL DEVELOPMENT COURSES

### Development Finance

101



ADVANCED



### Financial Literacy

101



ADVANCED



### Site Selection

101



ADVANCED



### Development Approvals

101



ADVANCED



### Structuring communities

101



### Development Fundamentals



### In-Depth Property Development



**RESEARCH &  
LEADERSHIP  
COURSES**

**Community Engagement**

101



**ADVANCED**



**Project Design Insights**



**Mentoring - Emerging Leaders**



**Mentoring Program - Developers**



**Leadership**



**GOVERNMENT  
COURSES**

**Inside Development**



**Study Tours**



## IN-HOUSE TRAINING

**The Institute can offer courses in-house if that suits your organisation better.**

In-house training suits some organisations due to the opportunity to gather as many staff as possible to participate in training and the time-saving advantages of not having to go anywhere! Contact our Course Coordinator to discuss your needs.



### **Samantha Moller**

Course Coordinator  
smoller@udiaqld.com.au  
(07) 3229 1589

## SPEAKERS

**Our speakers are always experienced industry professionals active in the property sector.**

We have collaborated with speakers from the following organisations to deliver our courses over the years:

- Alder Developments
- ANZ Bank
- AVJennings
- BDO
- Boulder Capital
- Calibre
- Cardno
- Colin Biggers & Paisley
- Deicke Richards Architects
- Fiteni Homes
- Gadens Lawyers
- Harrison Development Group
- HopgoodGanim Lawyers
- Mitchell Brandtman
- Mosaic Property Group
- Oliver Hume
- Penfold Property Group
- Pradella Property Ventures
- Racing Queensland
- RPS Group
- Sunshine Coast Council
- Tessa Group
- The National Property Research Co.

**Go to [udiaqld.com.au/pd](https://udiaqld.com.au/pd) to see who is speaking at our upcoming courses.**

# COURSE CALENDAR

Course dates correct at time of publication. Please visit [udiaqld.com.au/pd](http://udiaqld.com.au/pd) for the most up-to-date course information.



## FEB

**16<sup>TH</sup>**  
Development Finance 101

## MAR

**2<sup>ND</sup>**  
Financial Literacy 101  
**23<sup>RD</sup>**  
Advanced Development  
Finance  
**30<sup>TH</sup>**  
Project Design Insights

## APR

**20<sup>TH</sup>**  
Advanced Financial  
Literacy  
**27<sup>TH</sup>**  
Site Selection 101

## MAY

**11<sup>TH</sup>**  
Inside Development  
**25<sup>TH</sup>**  
Development Approvals 101

## JUN

**1<sup>ST</sup>**  
Advanced Site Selection  
**8 & 9<sup>TH</sup>**  
Development Fundamentals  
**15<sup>TH</sup>**  
Community Engagement 101

## JUL

**13<sup>TH</sup>**  
Advanced Development  
Approvals  
**27<sup>TH</sup>**  
Advanced Community  
Engagement

## AUG

**10<sup>TH</sup>**  
Leadership – TBC

## SEP

**7<sup>TH</sup>**  
Structuring Communities  
101

## OCT

**12<sup>TH</sup>**  
Development Approvals 101  
**26<sup>TH</sup>**  
In-Depth (Day 1)  
**27<sup>TH</sup>**  
In-Depth (Day 2)

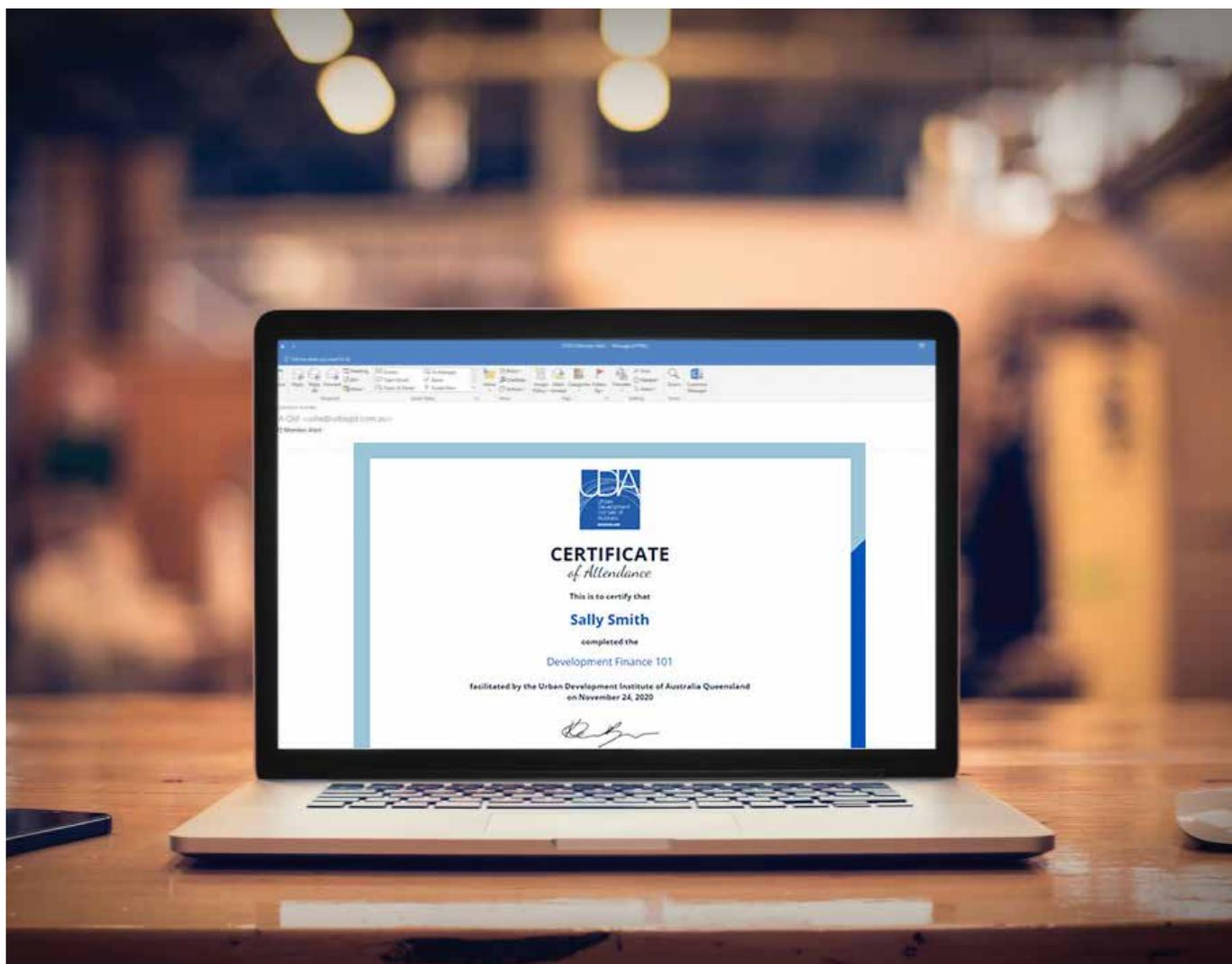
## NOV

**9<sup>TH</sup>**  
In-Depth (Day 3)  
**10<sup>TH</sup>**  
In-Depth (Day 4)  
**23<sup>RD</sup>**  
In-Depth (Day 5)  
**24<sup>TH</sup>**  
In-Depth (Day 6)

# SHOWCASE YOUR SKILLS

**All professionals that complete a property development course will receive a digital certificate and badge to showcase their new skills.**

These digital certificates and badges can be shared online via social media to promote your upskilling accomplishments.



## COMMUNITY

### ENGAGEMENT 101

The **Community Engagement 101** course provides an overview of the issues related to the current methods of consultation for residential property development. The community's view of development and their anticipated level of involvement in shaping their community will be covered. Participants will gain an understanding of how to navigate the issues regarding development and learn practical solutions that can be applied to projects.

#### Learning outcomes

- Understand pain points for community
- Recognise key issues related to development
- Learn solutions that improve engagement.

**What's next?** Follow on with **Advanced Community Engagement**.

**Tuesday,  
15 June**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

#### Who should attend

- New industry professionals
- Marketing Managers
- Project Managers
- Development Managers
- Assistant Development Managers
- Developers.

## ADVANCED COMMUNITY

### ENGAGEMENT

The **Advanced Community Engagement** course delivers a detailed overview of how to engage with the community on residential development projects. It will equip participants with tried-and-tested tools to engage more effectively. The approach outlined in this course successfully invites the community on the development journey and removes the angst from the process for all stakeholders.

#### Learning outcomes

- Learn the Institute's innovated community engagement process
- End-to-end understanding of the steps and materials to engage effectively
- Practical takeaway tools and tips that can be applied to real projects.

**Tuesday,  
27 July**



**\$400 Members**

**Member-only**



**In-person**

**Brisbane**



**3 hours**

#### Who should attend

- New industry professionals
- Marketing Managers
- Project Managers
- Development Managers
- Assistant Development Managers
- Developers.

## PROJECT

## DESIGN INSIGHTS

The **Project Design Insights** course offers direct buyer intelligence from the Institute's research into what people want from their housing. During this session, participants will gain first hand design intelligence on compact living styles, internal amenity must haves, and the key materials and finishes that make projects stand out. Current residential interior design trends and styling tips will also be covered as well as landscaping and its role in achieving buyer acceptance through design excellence.

### Learning outcomes

- How to prioritise project spend to exceed buyer expectations
- Learn buyer preferences and trade offs based on their lifestage
- Identify the design turn-offs.

**Tuesday,  
30 March**



**\$400 Members**

Member-only



**In-person**

Brisbane

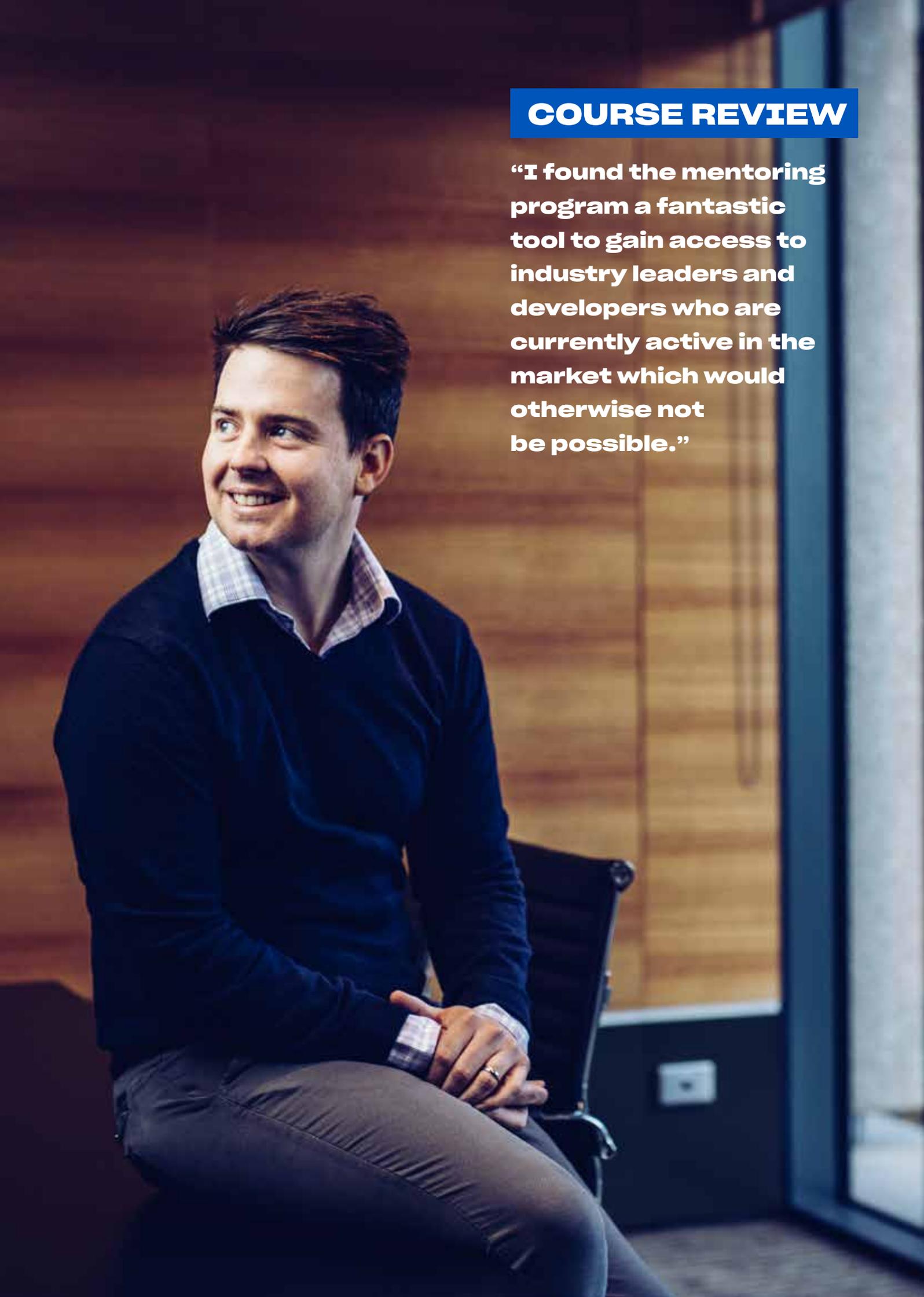


**3 hours**

### Who should attend

- Developers
- Development Managers
- Assistant Development Managers
- Other professionals guiding project design.



A man with short brown hair, wearing a dark blue sweater over a light-colored checkered shirt, is sitting in a black office chair. He is smiling and looking towards the right side of the frame. The background is a wood-paneled wall with a window on the right side. The lighting is warm and focused on the man.

## **COURSE REVIEW**

**“I found the mentoring program a fantastic tool to gain access to industry leaders and developers who are currently active in the market which would otherwise not be possible.”**

## LEADERS IN DEVELOPMENT

The **Leaders In Development** course will provide property professionals with an opportunity to examine their own leadership style. Discover how each leadership style can be harnessed to improve the team's dynamic.

Participants will also gain an insight into the soft skills of leadership, like emotional intelligence, and how it can make you a better leader in the workplace.

Further course details will be made available in the near future.

### TBC



**\$TBC**  
Member-only



**In-person**  
Brisbane



**4-5 hours**

### Who should attend

- Leaders at all levels of an organisation
- People interested in improving their leadership skills
- Aspiring leaders.

## MENTORING PROGRAM

The **Mentoring Program** is designed to build industry connections and provide property industry career advice and support to emerging leaders and developers. The program connects young professionals to property development professionals with significant industry experience they are willing to impart for the benefit of emerging leaders.

Developers can now also access the program and be connected with a developer mentor to help advance their business and career objectives. All participants develop strong professional connections that help them solidify their place in Queensland's property profession.

### Who can apply?

The mentoring program is available to:

- **Emerging leaders** - young property professionals in early to mid-career phase
- **Developers** - members from our "developer" membership category seeking mentoring from other developers.

### Yearly intakes



**\$295 Members**  
Member-only



**In-person**  
Brisbane



**9 months**

## DEVELOPMENT

### FINANCE 101

The **Development Finance 101** course provides a basic overview of what steps are required to achieve a financially sustainable development.

This course will help you to understand the types of finance available as well as how the financiers assess your application to ensure that all risks, planning and approvals will meet their criteria. This session will also cover how a loan is structured along with a basic feasibility.

#### Learning outcomes

- Understanding of project financing options
- Knowledge of how banks and financiers assess loan applications and their criteria
- Understanding how a loan is administered
- Be able to conduct a basic feasibility study.

**What's next?** Follow on with **Advanced Development Finance**.

**Tuesday,  
16 February**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

#### Who should attend

- New industry professionals
- Graduates
- Assistant Development Managers
- Development Managers
- Graduates
- Operational Management
- Those looking to understand development finance.

## ADVANCED DEVELOPMENT

### FINANCE

The **Advanced Development Finance** course provides you with more detail about project funding options and how they impact equity requirements and returns.

This course will cover in detail what the funding options are and their associated risks.

#### Learning outcomes

- Understand the components of a feasibility
- Sources of capital and their different cost structures
- Understand cost versus value
- The loan certification process.

**Tuesday,  
23 March**



**\$400 Members**

**Member-only**



**In-person**

**Brisbane**



**3 hours**

#### Who should attend

- Development Managers
- Operational Management
- Business owner or operators
- Those looking to understand development finance within multiple project feasibilities.

## FINANCIAL

## LITERACY 101

The **Financial Literacy 101** course provides a strong foundation in financial literacy.

This course outlines essential financial terminology and provides an overview of the structure of key financial reports.

### Learning outcomes

- Determine your current level of financial literacy
- Learn how to read a Profit and Loss (P&L) report
- Understand the three layouts of a P&L needed to run a successful business
- Understand Cost of Goods Sold (COGS) to ensure your pricing strategy is sound
- Learn how to read a Balance Sheet
- Build a high-level budget from the bottom up.

**What's next?** Follow on with **Advanced Financial Literacy**.

**Tuesday,  
2 March**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

### Who should attend

- Assistant Development Managers
- Development Managers
- Property Managers
- Key decision makers and advisors
- Operational Management
- Managers looking after budgets
- Those looking to upskill or brush up on their financial literacy.

## ADVANCED FINANCIAL

## LITERACY

The **Advanced Financial Literacy** course delivers an understanding of business cash flow management. The detail covered includes what levers can be pulled to stretch and improve business cash flow. The course also delves into how money flows through a business by understanding the relationship between the Profit and Loss, Balance Sheet, and Cash Flow financial statements.

### Learning outcomes

- Understanding of key cash flow management concepts and the structure of cash flow forecasts
- Be able to identify options for building a cash flow forecast plan
- Be able to recognise the levers available to improve cash flow
- Identify strategies to stretch cash flow further in a business
- Understand the relationship between financial statements.

**Tuesday,  
20 April**



**\$400 Members**

**Member-only**



**In-person**

**Brisbane**



**3 hours**

### Who should attend

- Key decision makers and advisors
- Business owner and operators
- Project Directors
- Operations managers
- Line managers.

## SITE SELECTION

### 101

The **Site Selection 101** course provides an overview of why research is important to the acquisition process and what is involved with due diligence. The content includes identifying sites online and using online tools and resources to complete an initial analysis. A brief insight into identifying a potential site for a range of developments and the factors affecting the project feasibility is also covered.

#### Learning outcomes

- Be able to complete an initial analysis of viability
- Learn how to encompass economic trends and product supply in site research
- Gather insight from several reliable sources to make an informed assessment
- Identify a potential site and the factors that influence project feasibility.

**What's next?** Follow on with **Advanced Site Selection**.

**Tuesday,  
27 April**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

#### Who should attend

- New industry professionals
- Graduates
- Assistant Development Managers
- Project and Operational Managers
- Key decision makers and advisors
- Those looking to understand research, due diligence and selecting the right site.

## ADVANCED SITE

## SELECTION

The **Advanced Site Selection** course takes a closer look at the finer details of property acquisitions including negotiations, contracts, and funding. This course covers contract clauses as well as planning and development law, and how to negotiate to ensure that the contract settles on time and remains viable. An overview of funding options is also included with the requirements from banks for assessment of project finance.

#### Learning outcomes

- Understanding contracts and applicable laws
- How to negotiate site acquisitions
- Understand the importance of funding options and the due diligence involved to fund a project.

**Tuesday,  
1 June**



**\$400 Members**

**Member-only**



**In-person**

**Brisbane**



**3 hours**

#### Who should attend

- Development Managers
- Project and Operational Managers
- Key decision makers and advisors
- Those looking to understand design for the project structuring, funding a site and strata.

## DEVELOPMENT

### APPROVALS 101

The **Development Approvals 101** course delivers an overview of the approval process for projects. The detail covered includes understanding site constraints as dictated by topography, applicable overlays, zones, and codes. Industry experts will also provide an overview of the development application process including assessment types and related criteria. Timeframes, fees, and lodgement will also be touched upon.

#### Learning outcomes

- Learn the types of development applications and their associated criteria
- Understand the process for approvals and the assessment criteria
- Know the importance of town planning and topography to a site.

**What's next?** Follow on with **Advanced Development Approvals**.

**Tuesday,  
25 May**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

#### Who should attend

- New industry professionals
- Graduates
- Assistant Development Managers
- Development Managers
- Project and Operational Managers
- Key decision makers and advisors.

## ADVANCED DEVELOPMENT

### APPROVALS

The **Advanced Development Approvals** course provides an in-depth look at getting projects across the line in the current planning and development climate. The ins-and-outs of working with councils and relevant State Government departments will be covered in detail, providing insights for how to better engage these important stakeholders in housing delivery and approvals.

#### Learning outcomes

- Understanding current industry climate for approvals
- Overview of key court cases that have influenced interpretation of the Planning Act 2016
- Negotiating approvals with multiple stakeholders
- How to engage positively with council and the State Government.

**Tuesday,  
13 July**



**\$400 Members**

**Member-only**



**In-person**

**Brisbane**



**3 hours**

#### Who should attend

- Development and Senior Development Managers
- Key decision makers and advisors
- Business owners
- Project Directors
- Project and Operational Managers.

## STRUCTURING

## COMMUNITIES 101

The **Structuring Communities 101** course introduces the world of strata and body corporate. Presented by industry experts, this course delivers a high-level overview of the differences between the two as well as look at the governance, design, insurance, and legislative requirements of each.

### Learning outcomes

- Understand the differences between body corporate and strata titling
- Gain a high-level picture of the requirements when structuring communities
- Understand the developer's view of strata and body corporates.

**Tuesday,  
7 September**



**\$100 Members**

**\$250 Non-Members**



**Webinar via Zoom**



**1.5 hours**

### Who should attend

- New industry professionals
- Graduates
- Assistant Development Managers
- Development Managers
- Project and Operational Managers
- Key decision makers and advisors.

## DEVELOPMENT

## FUNDAMENTALS

The **Development Fundamentals** course is an introduction to the property industry for newcomers or professionals seeking to grow their knowledge base. This course covers the foundations of town planning, the development application process, negotiation, contracts, design, building costs, and construction.

Designed to provide an understanding of the development cycle, the course is delivered by current industry professionals with extensive property expertise.

### Learning outcomes

- Understand the development cycle
- Grasp the journey from site selection through to delivery.

**What's next?** Follow on with **In-Depth Property Development**.

**Tues, 8 &  
Wed, 9 June**



**\$1,500 Members**

**\$2,000 Non-Members**



**In-person**

**Brisbane**



**2 days**

### Who should attend

- New to the property industry
- Assistant Development Managers
- Project and Operational Managers
- Graduates
- Key decision makers and advisors.

**IN-DEPTH****PROPERTY DEVELOPMENT**

The **In-Depth Property Development** course advances participant knowledge across the residential development cycle in Queensland. Taking place across six days in a six-week period, this course is an opportunity to get down into the weeds and explore each facet of bringing a development to fruition.

The course covers: site selection and acquisition; project positioning and marketing; development application; construction; and project management.

Each module is presented by current industry professionals with significant experience in the topic being covered with a mix of presentations and case studies. The course concludes with a site tour, which is a valuable opportunity to crystallise the knowledge gained.

**Learning outcomes**

- Understand the development cycle in great detail
- Gain insight into each stage of the cycle
- Learn the journey from site selection through to delivery
- Apply learnings through case studies and site tour.

**Starts Tues,  
26 October**



**\$5,000 Members**  
Member-only



**In-person**  
Brisbane



**6 days** spread  
across 6 weeks

**Who should attend**

- New to the property industry
- Assistant Development Managers
- Project and Operational Managers
- Graduates
- Key decision makers and advisors.





## **COURSE REVIEW**

**“Very helpful as a local government officer - easy to get tunnel-vision when it comes to development assessment, very useful to have an insider perspective on the development industry.”**

## INSIDE

## DEVELOPMENT

**Inside Development** is a course delivered just for professionals working in local and state governments or within utility providers. The course provides an insider's look at project delivery from the perspective of developers. Designed to provide detail on what is involved in the development cycle, the information covered includes project feasibilities and financing. The aim is to provide industry context regarding bringing projects to fruition.

### Learning outcomes

- Understand what factors impact project feasibilities
- Insights into project finance and how risk is assessed in a development
- How planning decision impacts development feasibility and outcome
- Overview of a basic feasibility and how design options impact yield.

## IN-HOUSE

## COURSES

The **Inside Development** course can be delivered in-house so your team doesn't have to travel. This saves time and also provides an opportunity to get more team members to attend and grow their knowledge of the industry. Contact our Course Coordinator for pricing.

## STUDY

## TOURS

The UDIA can arrange **Study Tours** for government teams to tour recent developments, see innovation up close, and hear about project delivery and how developers are exceeding expectations. Contact our Course Coordinator for pricing.

**Tuesday,  
11 May**



**\$500 Members**

**\$800 Non-Members**



**Webinar via Zoom**



**5 hours**

### Who should attend

- Any council, State Government or utility provider employees interacting with the development industry.



