

## In this email

Early booking discount – A 3% fee? and still make a profit!

[Business development courses in September](#)

[Help for architects – Admin Support](#)

[Other public courses](#)

[Latest Blog Post](#)

## Colander

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## Early Booking Discount–deadline approaching

Book and pay by **Thursday 2 September** to qualify for the early booking discount for the half-day course being held on Thursday 16 September **A 3% fee? and still make a profit!** from 9.30am to 1pm [more...](#)

## Courses to help with Business Development

The next two half-day public courses on Tuesday 28 September are focussing on business development.

### Business planning for small to medium practices

28 September 2010: 09.30-13.00

Course director: **Caroline Cole, Colander**

**Previous delegate said:** *“Very reassuring, with simple explanations of all aspects. Thank you.”*

This course has been designed for people who are setting up in business and are looking for guidance on writing a business plan. It is also for those who want to manage the growth of their practices and plan for future developments.

This course takes delegates through a step-by-step guide to Business Planning: understanding where the business is today, building consensus for future aims and finally, writing a plan. Templates, case studies and discussions are used, to help delegates go back to their practices and instigate their own Business Plans. [more...](#)

### Financial management for small to medium practices

28 September 2010: 09.30-13.00

Course director: **Nick Coates, FCA**

**Previous delegate said:** *“Very worthwhile and lots to take away and consider, I’ll definitely be revising some of our working methods.”*

This course is designed for partners and directors of small to medium sized practices looking to put in place effective financial management systems to help achieve a profitable balance between creativity and business acumen.

The course will focus on financial tasks that will see a practice through to the other side of a recession, taking the guesswork out of financial management and creating financial systems to help the smooth running of the day-to-day, month-to-month financial activities, as well as forming the bedrock for future gazing and potential growth. [more...](#)

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## Help for Architects: Admin Support

Colander is delighted to offer an admin support service to small and medium sized architectural practices.

If you cannot afford to employ a full time assistant, or simply need occasional admin support, then we can ensure that all your essential but time-consuming admin tasks are completed without a fuss and to the highest standards.

We are happy to work remotely or we can come to your office, whichever suits you best.

This is a unique service for architects, drawing on our in-depth knowledge of how the architectural profession operates. It is strictly confidential and totally flexible, tailored to meet each practice's individual requirements at any one moment in time.

Services we offer include:

- General secretarial and admin support
- Filing: setting up systems, keeping paper and computer files up-to-date
- Email and diary management
- Scanning
- Audio typing: letters, minutes, reports, site notes, submission documents, etc.
- Phone answering when the office is unattended
- Contacts databases: setting up, managing and keeping up-to-date
- Mailshots and Newsletters, postal or email, including Christmas Cards
- Basic accounts administration: raising invoices, chasing payments, processing expenses, payroll, etc.
- Processing timesheets and resource monitoring
- Research: forthcoming competitions, awards, background data on client organisations etc
- Website content management and site optimisation

- Event organisation and away days

For further information, do visit our [website](#), or call Beverley Cunningham direct on 01245 506114 or reply to this email.

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## Other Public Courses in 2010:

### Programming time on projects

19 October 2010: 09.30-13.00

This course will help delegates improve their control of time and resources on projects. [more...](#)

### Essential management and communication skills

19 October 2010: 14.00-17.30

Management techniques to get the best from creative people: communication, inspiration, delegation, dealing with difficult people and handling conflict. [more...](#)

### Marketing and new business development

18 November 2010: 09.30-13.00

A guide to marketing a professional practice: understanding who you want to sell to, why and then how. [more...](#)

### Working more efficiently

18 November 2010: 14.00-17.30

How time is used at present, how it could be used better and how to overcome the obstacles to being more efficient. [more...](#)

[Click here](#) for further details. As ever **early booking** and **multiple discounts** available.

If you have several interested delegates, we can run any of our public courses for you in-house - and tailor them to meet your specific requirements.

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## Latest [Colander Blog](#)

August 25, 2010

### In this market, many clients are not actually building....

... and those who are prepared to commit to long-term fees on projects are few and far between.

So, to survive, architects and engineers should consider how their skills can be used outside the traditional, project based building contract.

This might mean stealing back some of the advisory work from project managers and agents, by helping clients to make front-end strategic decisions. Equally it might mean taking a broader role, advising clients on their existing property portfolios, whether for refurbishment work or to bring existing buildings up to acceptable levels of energy and carbon sustainability.

Think also about offering services in small packages, that allow a client to commit to short-term, lump sum fees. This way, a project can be nudged along without a client having to secure long-term investment.

But remember, to do any of this successfully, each of these small pieces of work needs to include a margin for profit; this means being acutely aware of how much it costs to deliver each element of work – and pricing accordingly. To this end, case study reviews of past projects and business benchmarking are both invaluable.