

# Training



## What's on at REI ACT?

### Continued Professional Development ( CPD ) 2017

Attention – All Residential, Retail, Commercial & Real Estate Professionals

#### Course Overview

##### **Property Management - Friday 14th July 2017**

At this training session we discuss and review, how to monitor and manage a lease or tenancy agreement and how to lease property. We also review Fraud Prevention best practise for Property Management, The "must haves" for a property Management file, water saving devices, notice periods required in both the Property Management and Sales and much more.

##### **Sales - Friday 18th August 2017**

At this training session we discuss and review, How to appraise property, Negotiate Effectively and Build Client Agency relationships. We also review How to complete a valid agency agreement, cooling off periods for residential agency agreements, the importance of effective cause of sale, Methods of service and delivery acceptable agency agreements, Understanding the ramifications of incorrectly serving residential agency agreements for both Sales and Property Management, Best Practice for completing of Residential Agency Agreements, The importance of capacity when signing agency agreements, the importance of material facts in Agency Practise, Work Health and Safety Act as it affects agency practice.

##### **Auctions and Sales - Wednesday 20th September 2017**

At this training session we discuss and review, how to prepare for an auction and sell and finalise by private treaty. We also review Preparation for Auction Day including WHS, Review and update of the paperwork inc bidders guides and paddles, How to effectively deliver the Preamble including contract details at an Auction, How to manage questions from the bidders, How to manage questions from the bidders, Ensuring you know how and when to use the vendor bid, Effective strategies for getting the best result.

##### **Legislation and Compliance - Wednesday 18th October 2017**

At this training session we discuss and review how to recruit, Select and Induct Staff, Develop a strategic business plan. We also review how to use coaching models to motivate and mentor staff, How to use behavioural questioning, How to introduce continuous improvement into your workplace, How to train your team using Scripts and Dialogues, the value of an Action Plan and How to Set Goals, Identify and implement learning and development needs for individuals and groups, Develop and implement learning and development programs using appropriate delivery methods for the participants.

##### **Trust Accounting - Wednesday 22nd November 2017**

At this training session we discuss and review how to manage agency trust accounts and Manage Budgets and financial Plans. We also review Results driven negotiation clear framework to understand the negotiation process, A planning model to enable you to prepare more proactively and efficiently, The ability to recognise and deal with tactics, A stronger understanding of the psychodynamics within the negotiation process, Greater control over the whole process.

##### **Sales and Property Management - Tuesday 5th December 2017**

At this training session we discuss and review, how to market property for Lease and List property for Sale. We also review How to complete a valid agency agreement, cooling off periods for residential agency agreements, the importance of effective cause of sale, Methods of service and delivery acceptable agency agreements, Understanding the ramifications of incorrectly serving residential agency agreements for both Sales and Property Management, Best Practice for completing of Residential Agency Agreements, The importance of capacity when signing agency agreements, the importance of material facts in Agency Practise, Work Health and Safety Act as it affects agency practice.

# Registration Form

**Duration:** 9.00am - 5.00pm

**Venue:** Meyer Vandenberg Lawyers Training Room  
Level 2, 121 Marcus Clarke Street  
CANBERRA ACT 2601

Date	Topic	tick which date you will attend
Friday 14th July 2017	Property Management	
Friday 18th August 2017	Sales	
Wednesday 20th September 2017	Auctions and Selling	
Wednesday 18th October 2017	Legislation and Compliance	
Wednesday 22nd November 2017	Trust Accounting	
Tuesday 5th December 2017	Sales and Property Management	

## Prices Include Catering Costs

	REI Member Rate	Non-member Rate
ACT only	\$295.00pp inc GST	\$383.50pp inc GST
NSW only	\$195.00pp inc GST	\$253.50pp inc GST
ACT and NSW	\$395.00pp inc GST	\$513.50pp inc GST

**Contact us now for more information on the above courses:** Ph: 02 8005 1292 • Email: [clientcare@realmastery.com.au](mailto:clientcare@realmastery.com.au)

First Name: ..... Surname: .....

Contact Ph: ..... Email: .....

Office: ..... REI ACT Member: Y/ N .....

Delivered via Blended learning, RTO partner issuing Statement of Attainment and CPD Certificate of attendance is:

The NSW Real Estate Training College RTO ID: 91003

CPD Category 2 and Category 3