Training

REIACT
REAL ESTATE INSTITUTE
OF THE AUSTRALIAN CAPITAL TERRITORY

What's on at REIACT?

Continued Professional Development (CPD) 2018

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

Course Overview

Property Management - Managing Tenancy Agreements

11th July 2018

In this training you will learn how to monitor and management your lease and tenancy agreements, we look at Knowing how to deal with the media in a crisis, Understand the importance of Material facts and how and when to disclose them.
Fraud Prevention best practice for Property Management and the The "must haves" for a property Management file.

Sales - Negotiating the Sale

17th August 2018

We will review and discover important listening skills as well as the principles of listening, the barriers to effective communication and the importance of negotiating skills for Real Estate Agents. We review the consequences of not reaching agreement and how to negotiate with parties involved. We also review how to establish and build relationships and appraise properties for sale.

Auctions and Sales - Auctions vs Private Treaty

19th September 2018

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 including bidders guides and paddles, how to effectively deliver the preamble, including contract details, at an Auction, how to manage questions from the bidders, ensuring you know how and when to use the vendor bid, and effective strategies for getting the best result.

Legislation and Compliance - Developing your Strategic Business Plan

19th October 2018

At this training session we discuss and review how to recruit, select and induct staff, and 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 participant.

Trust Accounting - The Importance of Budgets and Financial Plans

21st November 2018

At this training session we discuss and review how to manage agency trust accounts and Manage Budgets and financial Plans. We also review Key Risk Areas - learn how to identify "at risk" team members, templates for Supervision Guidelines, review of current case studies and how they could have been avoided, and top tips for minimising fraud. Get updated with new any legislation in relation to your states' Trust Account legislation, how to deal with an external Trust Account Auditor and how to choose your Trust Account Auditor and why it is so important. We also review the Frequently Asked Questions by the Property Management Team regarding Trust Accounting, discuss the importance of random audits, the Trial Balance tells you all about your trust account – review how to read one and what to look for, what documents to review at month end and what should balance with what and the next steps if you believe you have an issue of fraud.

Sales and Property Management - Perfecting the Listing and Marketing Process

5th December 2018

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 Residential Agency Agreements, the importance of capacity when signing Agency Agreements, the importance of material facts in agency practice, and Work Health and Safety Act as it affects agency practice.

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2018 Registration Form

Duration: 9.00am - 5.00pm

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

Topic	tick which date you will attend
Sales (Negotiating the Sale)	☐ Friday 17th August
Auctions and Sales (Auctions vs Private Treaty)	☐ Wednesday 19th September
Legislation and Compliance (Developing your Strategic Business Plan) Trust	☐ Friday 19th October
Accounting (The Importance of Budgets & Financial Plans)	☐ Wednesday 21st November
Sales and Property Management (Perfecting the listing & marketing process)	☐ Wednesday 5th December

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

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:
MRT Training RTO ID: 41529
CPD Category 2 and Category 3

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