

Improving the Performance of the
Commercial Real Estate Industry

EDUCATION

Foundations of Real Estate Management

High Performance Training for High Performance Teams

April 26, May 3, 10, 17, 24

8:30 am | Education & Tour Daily

4:30 pm | Conclusion Daily

Location

2 Park Plaza | Suite 125 | Irvine, CA 92614

What is Foundations?

- A soup-to-nuts, 5-module, 28-hour course, covering the fundamentals of commercial real estate administration, management, building systems, accounting and reporting, contract management, and more
- Classroom instruction from seasoned pros, reinforced by behind-the-scenes tours of outstanding buildings
- Live, in-person training with small class sizes to facilitate learning, discussion, and team activities
- A complete package—instruction, peer networking, property tours, and a comprehensive course manual that is easy to read and understand and a valuable resource back on the job

For all experience levels, Foundations...

- Reinforces on-the-job training for junior and assistant property managers
- Provides “feet-on-the-ground” experience and exposure for administrative assistants and students considering a career in commercial real estate
- Offers a great refresher for experienced professionals— fills training gaps and provides important management and operations updates
- Supports suppliers and building engineers who benefit from understanding the basics of real estate management

Foundations—the right choice for your real estate firm...

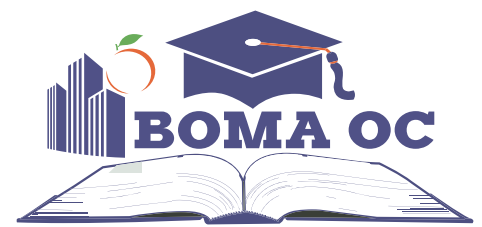
- Eases the training burden by supplementing on-the-job and corporate training programs
- Offers the highest caliber training, covering everything from A to Z
- Prepares new and rising talent for more PM responsibilities and assignments
- Teaches employees best practices from experienced, seasoned professionals
- Delivers a curriculum that is regularly updated, ensuring the latest, most accurate information

Foundations Curriculum - What You'll Learn

- Check out the next page

For more information and to **register** please visit

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Foundations Curriculum - What You'll Learn

Module 1: Real Estate Administration

- Roles and responsibilities of a property manager
- Adding value to a real estate investment
- Strategies for tenant satisfaction
- Contracting with vendors and suppliers and managing supplier agreements
- Property characteristics and leasing and marketing strategies
- Managing risk and understanding commercial insurance coverages
- Property Tour: the property management office

Module 2: The Well-Versed Real Estate Manager

- Developing effective emergency and disaster preparedness plans and programs
- Managing tenant improvements
- Budgeting, accounting, and business plan development
- Models for recovering operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements
- Understanding indoor air quality issues and EPA requirements
- Property Tour: engineering office and non-office occupancies

Module 3: Building Operations I

- How HVAC and plumbing systems work
- How electricity flows through a building and the various levels of power
- Work order systems and best practices for managing service calls
- Property Tour: HVAC, domestic water, fire alarm, fire sprinkler, main electric room

Module 4: Building Operations II

- Types and operations of fire alarm and control systems
- Reactive vs. preventive vs. predictive maintenance of building facilities and systems
- Elevator and escalator systems and operations
- Roofing systems—built-up, modified bitumen, single-ply
- Managing solid waste and recycling
- Managing cleaning services and contracts
- Property Tour: elevators/escalators, roof systems, solid waste/recycling, janitorial inspection

Module 5: Putting it All Together

- Successful approaches to pest management
- Types of parking structures and parking management
- Assuring secure and safe buildings
- Understanding and managing landscaping tasks and snow removal
- Learn about BOMA and meet BOMA leaders
- Learning assessment group exercise
- Property Tour: parking, security, pest control, landscaping