

Best Practices Property Management Training

Description

Course Description

Like most facets of modern business, the management of property and assets has to meet the same Imperatives of controlling costs and maximizing returns. Therefore it is imperative that you grasp and Optimize your property management skills to ensure you meet the demands of the competitive property market.

www.acculearn.co.uk

Through a comprehensive analysis of best practice techniques, national and international experiences, Individual and group exercises you will be able to focus your management thinking and learn new Approaches. Don’t miss this opportunity to gain a competitive edge through Best Practice Property Management

Course Objective

Improve your existing property management skills and enable yourself to more effectively

Control costs whilst maximizing returns

Who Should attend?

- Property Managers
- Property Administrators
- Residential Managers
- Real Estate Managers
- Real Estate Consultants
- Real Estate Brokers
- Real Estate Management Executives
- Shopping Center Managers
- Leasing Managers
- Building Managers
- Site Managers

- Housing Managers
- Landlords
- Facilities Managers
- Building Maintenance Managers
- Plant Managers
- Project Managers
- Contract Managers for Commercial, Residential, Industrial and Governmental Assets

Course Outline

Property Management

- Introduction to property management
- Defining the role of the property manager
- Duties, responsibilities, scope of management
- Policy creation and procedure education
- Technology and administrative controls

Maintenance Planning

- Principles of maintenance
- Planning and monitoring
- Working with contractors and consultants
- Purchase and inventorying supplies
- Risk management
- Property inspection
- Work order, maintenance requests and logs, task lists
- Do’s and don’ts of maintenance
- Typical maintenance problems & solutions

www.acculearn.co.uk

Occupational Safety & Health

- Applying OSH management in your property
- Safe management practices
- Hazard identification
- Controlling risks

Leasing Fundamentals and Lease Management

- Developing the leasing strategy
- Leasing initiatives
- Lease management processes, from marketing to documentation
- Understanding market forces
- Lease management strategies
- Managing the fundamental terms of the lease

Facilities Management

- Developing a corporate real estate planning framework that meets your organisations needs
- Managing various corporate real estate components
- What should you use in real estate services vs in-house provision
- Managing the balance between property management and facility management

Asset Management

- Establishing asset management objectives
- Property life cycle planning
- Implementing asset management functional activities and key asset management elements
- Calculating the cost of facilities over the property lifecycle
- Assessing facility performance requirements over the property/asset life cycle

Risk Management

- Overview of risk management as applicable to property management
- How to develop and implement a risk management framework
- Asset and infrastructure protection

Contracts and Outsourcing

- Development of Service Level Agreements
- Developing a strategic performance model
- Customer satisfaction
- Gaining stakeholder ownership and commitment
- Measuring the success of contract delivery
- Risk and reward management strategies

Tenant and Customer Relations

- Communication strategies and relationship planning
- What to incorporate in tenant and directors meetings
- Expectations of tenants

www.acculearn.co.uk