

**1-DAY WORKSHOPS are 1 day events available to all enrolled Real Estate Training Academy students.**  
**1-DAY WORKSHOPS are not the same as classes. They are designed to supplement the learning experience, and will generally include revision of learning materials aimed at improving understanding and practical application such as completing Real Estate forms.**  
**Before attending 1-DAY WORKSHOPS, students are required to read and be familiar with their learning materials.**

If we need to change workshop dates we will advise all students via email & SMS

1-DAY WORKSHOPS		Date
<b>1-DAY WORKSHOP #1: Cluster 01 - The real estate industry, Cluster 02 - Legislation in real estate industry.</b> <b>Includes:</b> Section 24G, income in real estate (debit-credit system), legislation.sa.gov.au, changes to Acts, legislation, subordinate legislation, open forum to discuss specific areas of interest.	Mon 18-Sep-17 Mon 06-Nov-17	
<b>1-DAY WORKSHOP #2: Cluster 03 - Property management.</b> <b>Includes:</b> Forms (including Property Management Agreement, Lease and Form 2), review of Information Brochure, open forum to discuss specific areas of interest.	Mon 25-Sep-17 Mon 13-Nov-17	
<b>1-DAY WORKSHOP #3: Cluster 05 - Property sales.</b> <b>Includes:</b> Review of "R Forms", PMAP, price representations, forms (including Sales Agency Agreement - Vendor Agent, Contract of sale - Vendor Agent, Form 1), open forum to discuss specific areas of interest.	Tue 03-Oct-17 Mon 20-Nov-17	
<b>1-DAY WORKSHOP #4: Cluster 04 - Property reports, Cluster 06 - Buy, sell and finalise.</b> <b>Includes:</b> Forms (including Sales Agency Agreement - Buyer Agent, Contract of sale - Buyer Agent), open forum to discuss specific areas of interest.	Wed 04-Oct-17 Tue 21-Nov-17	
<b>1-DAY WORKSHOP #5: Cluster 07 - Auction</b> <b>Includes:</b> Auction forms and opportunity to perform role play, open forum to discuss specific areas of interest.	Mon 09-Oct-17 Mon 27-Nov-17	
<b>1-DAY WORKSHOP #6: Cluster 08 - Business broking, Cluster 09 - Negotiations &amp; manage risk, Cluster 10 - Strategic planning &amp; marketing</b> <b>Includes:</b> Forms (including Business Sales Agency, Business Form 2, Contract of Sale, Confidentiality Agreement), business planning, open forum to discuss specific areas of interest.	Tue 10-Oct-17 Tue 28-Nov-17	
<b>1-DAY WORKSHOP #7: Cluster 11 - Relationships &amp; manage conflict, Cluster 12 - Safety in the workplace</b> <b>THIS WORKSHOP COVERS EXTERNAL UNITS AND IS ONLY FOR STUDENTS ENROLLED IN Certificate IV in Property Services (Real Estate)</b> <b>Includes:</b> Conflict, Work Health & Safety, open forum to discuss specific areas of interest	Mon 16-Oct-17 Mon 04-Dec-17	
<b>1-DAY WORKSHOP #8: Cluster 11D - Budgets &amp; financial plans, Cluster 12D - Recruit, select &amp; induct staff, Cluster 13D - Manage people performance, Cluster 14D - Operational plan, Cluster 15D - Trust accounts</b> <b>THIS WORKSHOP COVERS EXTERNAL UNITS AND IS ONLY FOR STUDENTS ENROLLED IN Diploma of Property Services (Agency Management)</b> <b>Includes:</b> Trust account overview, HRM in real estate, real estate KPIs, operational plans, open forum to discuss specific areas of interest	Mon 23-Oct-17 Mon 11-Dec-17	
<b>1-DAY WORKSHOPS are held in our Training Room (Suite 23, The Watson, 33 Warwick St, Walkerville SA 5081) from 9am to 4pm</b>		

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