

The 1-Day Workshop supplements the learning experience and is a short session designed to improve understanding and practical application of specific Forms and Documents as well focusing on the more important aspects of real estate. Bring your questions on the material to the 1-Day Workshop and your Trainer will assist you to resolve any issues you may have. Before attending the 1-Day Workshop, you are required to read and be familiar with the learning material being covered on the day. The 1-Day Workshop is not designed to be a day of revision or for the trainer to spend time on assessments.

1-DAY WORKSHOPS		Date
If we need to change workshop dates we will advise all students via email & SMS	1-DAY WORKSHOP #1: Cluster 01 - The real estate industry, Cluster 02 - Legislation in real estate industry. Includes: 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
	1-DAY WORKSHOP #2: Cluster 03 - Property management. Includes: 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
	1-DAY WORKSHOP #3: Cluster 05 - Property sales. Includes: 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
	1-DAY WORKSHOP #4: Cluster 04 - Property reports, Cluster 06 - Buy, sell and finalise. Includes: 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
	1-DAY WORKSHOP #5: Cluster 07 - Auction Includes: Auction forms and opportunity to perform role play, open forum to discuss specific areas of interest.	Mon 09-Oct-17 Mon 27-Nov-17
	1-DAY WORKSHOP #6: Cluster 08 - Business broking, Cluster 09 - Negotiations & manage risk, Cluster 10 - Strategic planning & marketing Includes: 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
	1-DAY WORKSHOP #7: Cluster 11 - Relationships & manage conflict, Cluster 12 - Safety in the workplace THIS WORKSHOP COVERS EXTERNAL UNITS AND IS ONLY FOR STUDENTS ENROLLED IN Certificate IV in Property Services (Real Estate) Includes: Conflict, Work Health & Safety, open forum to discuss specific areas of interest	Mon 16-Oct-17 Mon 04-Dec-17
	1-DAY WORKSHOP #8: Cluster 11D - Budgets & financial plans, Cluster 12D - Recruit, select & induct staff, Cluster 13D - Manage people performance, Cluster 14D - Operational plan, Cluster 15D - Trust accounts THIS WORKSHOP COVERS EXTERNAL UNITS AND IS ONLY FOR STUDENTS ENROLLED IN Diploma of Property Services (Agency Management) Includes: 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
1-DAY WORKSHOPS are held in our Training Room (Suite 23, The Watson, 33 Warwick St, Walkerville SA 5081) from 9am to 12pm. You are welcome to use the training room to complete your assessment after the 1-Day Workshop has concluded.		

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