



BLOCK 1

PROPERTY MANAGEMENT FUNDAMENTALS

BLOCK 1-3 is offered by IREM/WITS UNIVERSITY/ WITS ENTERPRISE

Successfully face the challenges of hiring, leading, managing, and evaluating your staff and discover how to operate a seamless human resources function. Apply theory to practice by working with case studies designed to teach you the major aspects of market analysis, effective marketing practices, and successful lease negotiations for office buildings.



**Course Length:
4 Consecutive Days**

HOW YOU WILL BENEFIT FROM THIS COURSE



HRS402 - LEADING A WINNING PROPERTY MANAGEMENT TEAM

- Realise your leadership strengths and areas for development
- Select the right people for each job
- Maximise the productivity of your staff



MKL406 - MARKETING AND LEASING OFFICE BUILDINGS

- Drive leasing activity and build awareness of your office properties with a compelling marketing campaign
- Secure new tenants and maximise use of available office space
- Negotiate commercial leases to suit the owner's objectives and close the deal

ADMISSION REQUIREMENTS:

HP10BII FINANCIAL CALCULATOR REQUIRED

The HP10BII financial calculator is required for this course. Course materials illustrate keystrokes for this calculator only. Students taking this course are expected to have a working knowledge of the basic operations and functionality of the calculator. Students are encouraged to download the interactive HP10BII Financial Calculator Tutorial and the HP10BII Financial Calculator Quick Reference Guide and review it prior to taking this course.

LAPTOP COMPUTER STRONGLY RECOMMENDED

In addition to the use of the calculator, course materials include a review on how to use the IREM Financial Analysis Excel[®] Spreadsheet to facilitate hands-on learning in the classroom. Students who wish to maximise their course experience are advised to bring a laptop to class.

Matric Certificate:
Attendance:
Assessment Type:

Compulsory
 Compulsory
 Exam

Passing Grade:
Learning Outcome:

70%
 You will advance to Block 2

FOR MORE INFORMATION CONTACT:

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