



Training November

2018

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
			DM: 1 – 4 <u>Agent of Change, Business Planning</u>	NM: 1 – 3 <u>Working in Pre-Construction</u>	Fast Track Part 1 <u>Modules 1 – 4</u> All Offices DM Office	
5	6	7	8	9	10	11
	Miss/ Burl: 1 – 4 <u>Agent of Change, Business Planning</u> Mississauga Office Location				Miss/Burl: 1- 4 <u>Orientation</u> Burlington Office	
12	13	14	15	16	17	18
		RH/VN: 6 – 8 <u>Marketing and Databases</u>	DM: 6 – 8 <u>Agent of Change, Business Planning</u>	NM: 1 – 3 <u>Working with Sellers</u>	Fast Track Part 2 <u>Modules 5 – 8</u> All Offices DM Office	
19	20	21	22	23	24	25
	Oshawa Branch Meeting				RH/VN/ NM: 10 – 1 <u>Orientation</u> Richmond Hill Office	
26	27	28	29	30		
	Burlington/Miss: 6 – 8 <u>Agent of Change, Business Planning</u> Burlington Office Location	RH/VN/NM: 1 – 4 <u>Marketing and Database Management</u> Richmond Hill Office	DM: 1 – 4 <u>Working in Pre-Construction</u>			

- Fast track is two full Saturdays, you must attend both Saturdays
- To sign up for these training sessions in your Branch Office, please register through the Events Module on WOLFConnect
- If you would like to attend training at any other Branch Office, click on the training event link in the calendar to register



Real Estate Fundamentals Training Course Descriptions



Course Details			
1. Being an Agent of Change	Professionalism, etiquette, netiquette, self-awareness, self-reflection of you and your business, overcoming speed bumps, insights to psyche	6. Multiple Representation	Disclosure, terms, non-disclosure of terms, your responsibilities in multiple representation.
2. Business Planning	Why a business plan? building the plan, SWOT analysis, undertakings, specifics, goals, targets, adaptability in ever changing market	7. Working with Buyers	Inquiries to buy, buyers counselling appointments, qualifying, wants and needs. Buyer's presentation, the buying process, buyer's representation vs. customer service representation, showing suitable properties, the close, preparing the offer, multiple offers, offer presentation, follow-up on accepted offer.
3. Branding and Marketing	What is a brand, building your brand, your territory, branding strategy, four P's, marketing calendar, internet and social media.	8. Working with Leases	Residential tenancies, residential tenancies act, lease clauses, rent provisions, assignment clauses, subletting, terminations, condo conversions
4. Database Management, Sphere of Influence	Business cooperatives, qualifying, top 10 questions to always ask, wants vs. needs, active listening, FORM, CRM building		
5. Working with Sellers	Inquiries to a listing, listing toolkit, listing presentation, managing a listing, open houses, offer process, acceptance and sold, next steps		