



# Agent



# ESSENTIALS

**MONDAYS TO FRIDAYS  
TIMES VARY, CHECK AGENT PORTAL FOR  
MORE INFO**

Each Managing Broker will rotate through topics, covering all of the essential needs to run your business successfully.

**8.0 Sales Contact  
Listing Contract & Disclosures  
Buyer Representation Agreements  
Contract to Close  
Professionalism & Realtor Etiquette**

## MONDAY



**Cindy Windeler**  
*Wheaton*  
10AM | IN-OFFICE ONLY

## TUESDAY



**Amy Fichtel-Schwartz**  
*Aurora*  
10AM | HYBRID

## WEDNESDAY



**Carrie Garstecki**  
*Geneva*  
10AM | VIRTUAL ONLY

## THURSDAY



**Kathy Nosek**  
*Downers Grove*  
2PM | IN-OFFICE ONLY

## FRIDAY



**Jack Kelley**  
*Naperville*  
11AM | VIRTUAL ONLY



## EVENING AGENT ESSENTIALS *with Jack Kelley*

QUARTERLY (MAR-JUN-SEP-DEC) - Please check the calendar for specific dates.

7:00 PM - 9:00 PM

Virtual only on Google Meet



Virtual only and Hybrid classes are on Zoom or Google Meet. Links of the classes vary. Please see the Launch Calendar on your respective Agent Portals for the Zoom links and additional information on the rotating daily topics.