



# Training Courses 2018

<b>Principal Coaching &amp; Training</b>	<b>Date Required</b>	<b>Participants</b>	<b>Concluded</b>
Business Analysis and Recommendations			
EAAB Inspection and Compliance File			
Management & Organisational Skills			
Minimum Performance Standards			
Recruiting and Selection of Staff			
How to Conduct Effective Meetings			
NQF 5, CPD, PDE			
Dealing with Unacceptable Behaviour			
Conflict Resolution			
Administration Processes for Admin Staff			
Front Office and Reception Etiquette			
FICA Amendment Act			
SSETA Bursaries & Discretionary Funding			
<b>Estate Agent Coaching &amp; Training</b>	<b>Date Required</b>	<b>Participants</b>	<b>Concluded</b>
Intern Logbook Training			
Goal Setting & Making Target			
Demographics & Area Knowledge			
Prospecting and Sourcing Stock			
Building a Data-Base and CRM			
Compulsory FICA Training			
10 Secrets of Top Producers			
Advance Negotiating Skills			
Capital Gains Tax			
EAAB Code of Conduct Training			
Mandate Management System			
Property Defects List			
Community Schemes Ombud Services Act			
Closes and Objections Roleplay			
NQF 4, PDE, CPD Training			
Sectional Title Training			
Sole Mandate Presentations			
Stock is King			
Time Management for Agents			
Weekly Activity Planning			
Advanced Negotiating Skills			
Offer to Purchase Training			
Power Focus and Productivity Training			