



May 2015

Day 1: Monday, May 18th

		<u>INSTRUCTOR(S)</u>	<u>LOCATION</u>
9:00 – 12:00	Rector Hayden Overview, Expectations, Policies, Safety Ethics, Agency and Fair Housing	K. Rector	Homeroom – 2 nd Floor
12:00 – 1:00	Lunch		
1:00 – 2:00	Business Planning and Goal Setting, Building Your Business	S. Fister	Homeroom – 2 nd Floor
2:00 – 4:00	Communication, Building Your Business & Power Prospecting	K. Rector	Homeroom – 2 nd Floor

Day 2: Tuesday, May 19th

9:00 – 10:00	Agent Services	Laves & Bellomy	Homeroom – 2 nd Floor
10:00 – 11:30	Marketing – Rector Hayden Tools and Programs	K. Rector	Homeroom – 2 nd Floor
11:30 – 1:00	RHR Mortgage Lunch & Learn	A. Mason	Homeroom – 2 nd Floor
1:00 – 1:30	Phone Duty	K. Burns	Homeroom – 2 nd Floor
1:30 – 2:00	Advertising	M. Wise	Homeroom – 2 nd Floor
2:00 – 2:30	Relocation	W. Baxter	Homeroom – 2 nd Floor
2:30 – 3:00	Accounting	K. Combs/B. Gardner	Homeroom – 2 nd Floor
3:00 – 3:30	Agent Benefits	C. Dehoag	Homeroom – 2 nd Floor

Day 3: Wednesday, May 20th - Buyers

9:00 – 10:30	Email, Websites, Office Computer & Printer Access	J. Bell	Homeroom – 2 nd Floor
10:30 – 11:30	Pre-approval Process/Financing Overview	A. Mason	Homeroom – 2 nd Floor
11:30 – 1:00	Lunch		Homeroom – 2 nd Floor
1:00 – 2:00	Buyer Presentation	C. Cornett- Wilson	Homeroom – 2 nd Floor
2:00 – 4:00	Buyer & Seller Packet Review	S. Fister	Homeroom – 2 nd Floor

Day 4: Thursday, May 21st - Sellers

9:00 – 10:30	Reality <ul style="list-style-type: none"> • Walk Through/Recognizing Highlights • Recommending Changes • Measure Home 	D. Williams	TBA – Field Trip
11:00 – 12:00	Technology Training	S. Allnutt	TBA – Field Trip
12:00 – 1:00	Lunch	John Bell	Homeroom – 2 nd Floor
1:00 – 2:30	Listing Presentation	The Bells	Homeroom – 2 nd Floor
2:30 – 3:30	Short Sales & Foreclosures	L. Lindsey	Homeroom – 2 nd Floor
3:30 – 4:30	Auction Advantage Program	Halfhill Group	Homeroom – 2 nd Floor

Day 5: Friday, May 22nd

9:00 – 10:30	Comparative Market Analysis	D. Williams	Homeroom – 2 nd Floor
10:30 – 11:00	HMS Warranty Program	G. Krause	Homeroom – 2 nd Floor
11:00-11:30	Open Houses, Office Responsibility, Closing Etiquette, Home Show Prep/Rights & Wrongs	D. Williams	Homeroom – 2 nd Floor
11:30 – 12:30	Mock Closing	Heather Claycomb	Homeroom – 2 nd Floor
12:30 – 1:30	Graduation Lunch	Compliments of RHR Mortgage	