



July 2015

Day 1: Monday, July 20th

		<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	D. Williams	Homeroom – 2 nd Floor
2:00 – 4:00	Communication, Building Your Business & Power Prospecting	D. Williams	Homeroom – 2 nd Floor

Day 2: Tuesday, July 21st

9:00 – 10:00	Marketing – Rector Hayden Tools and Programs	K. Rector	Homeroom – 2 nd Floor
10:00 – 12:00	Pre-approval Process/Financing Overview	A. Mason	Homeroom – 2 nd Floor
12:00 – 1:00	Lunch		
1:00 – 2:30	Emails, Websites, Office Computer & Printer Access	J. Bell	Homeroom – 2 nd Floor
2:30 – 3:30	Buyer Presentation	C. Cornett-Wilson	Homeroom – 2 nd Floor
3:30 – 4:30	Buyer & Seller Packet Review	S. Fister	Homeroom – 2 nd Floor

Day 3: Wednesday, July 23rd

9:00 – 10:30	Reality <ul style="list-style-type: none"> • Walk Through/Recognizing Highlights • Recommending Changes • Measure Home 	D. Williams	TBA – Field Trip
10:30 – 12:00	Comparative Market Analysis	S. Allnutt	TBA – Field Trip
12:00 – 1:00	Lunch	D. Williams	Homeroom – 2 nd Floor
1:00 – 2:00	Auction Advantage Program		Homeroom – 2 nd Floor
2:00 – 3:30	Listing Presentation	Halfhill Group	Homeroom – 2 nd Floor
3:30 – 4:00	Buyer & Seller Packet Review (Cont.)	The Bells	Homeroom – 2 nd Floor
		S. Fister	Homeroom – 2 nd Floor

Day 4: Thursday, July 24th

9:00 – 9:50	Graphics/Social Media	J. Laves	Homeroom – 2 nd Floor
9:50 – 10:00	Listing Overview	S. Bellomy	Homeroom – 2 nd Floor
10:00 – 10:15	Accounting	K. Combs/B. Gardner	Homeroom – 2 nd Floor
10:15 – 10:45	Relocation	W. Baxter	Homeroom – 2 nd Floor
10:45 – 11:00	Break		
11:00 – 12:00	Technology Training	J. Bell	Homeroom – 2 nd Floor
12:00 – 1:00	Lunch		
1:00 – 1:30	Showing Desk	T. Prewitt	Homeroom – 2 nd Floor
1:30 – 2:00	Agent Services	J. Richey	Homeroom – 2 nd Floor
2:00 – 2:30	HMS Warranty Program	G. Krause	Homeroom – 2 nd Floor
2:30 – 3:00	Agent Benefits	C. Dehoag	Homeroom – 2 nd Floor
3:00 – 4:00	Short Sales & Foreclosures	L. Lindsey	Homeroom – 2 nd Floor

Day 5: Friday, July 25th

9:00 – 9:30	Farms/Commercial	G. Denton	Homeroom – 2 nd Floor
9:30 – 10:00	Phone Duty	K. Burns	Homeroom – 2 nd Floor
10:00 – 11:00	Open Houses, Office Responsibility, Closing Etiquette, Home Show Prep/Rights & Wrongs	D. Williams	Homeroom – 2 nd Floor
11:00 – 12:00	Mock Closing	Heather Claycomb	Homeroom – 2 nd Floor
12:00 – 1:30	Graduation Lunch	Compliments of RHR Mortgage	