

GREATER HARRISBURG



REALTORS®  
INSTITUTE

## Attention Broker Candidates!

# REAL ESTATE OFFICE MANAGEMENT

Approved for 2 broker credits and 30 hours of PA Real Estate Continuing Education Credit for the 2010-2012 cycle.

Instructor: Susan McGeehan, CRS

**Date:**

Mondays & Wednesdays  
November 1, 3, 15, 17, 2010  
(4-day class)

**Place:**

GHAR Office  
424 N. Enola Drive,  
Enola PA 17025

**Time:**

8:30 a.m - 4:30 p.m.  
(30 minute Lunch Break)  
*Registration begins 30 minutes  
before class start time.*

**Cost:**

\$330 (includes materials)

**REGISTER:**

Phone: (717)-364-3205  
Fax: (717)-364-3206

**MEMBERS ONLY:** Register online  
at [www.ghar.info](http://www.ghar.info)

### This is a required course for brokers license candidates!

In today's competitive market, licensees need to set themselves apart from other practitioners as well as the do-it-yourself consumers. Knowledge and skills are integral to adding value to your role in the transaction. Designation as a broker also gives the licensee recognition for having taken extra steps toward excellence.

This class will provide you with the tools needed to establish and manage a real estate brokerage. The course will help you become a more effective manager, leader and communicator in today's real estate market.

- **Topics covered in this course include:**
  - Communication, Leadership and Management Skills
  - Policies and Procedures
  - Marketing the Office, Company and Properties
  - Staffing and Recruitment
  - Training and Coaching your REALTORS®

**REGISTRATION CLOSSES AT CLASS START TIME,  
AND YOU MUST BE SEATED AT THAT TIME IN ORDER  
TO RECEIVE CREDIT FOR THE COURSE.**

NOTE: At the time a GHAR member registers for a class, he assumes payment responsibility for that class. GHAR members may pay tuition (class fees) at the door. **Non-members must pay at time of registration.** Tuition must be paid in full prior to the start of a class. Tuition payments are refundable if 48 hour cancellation notice is given. If a student leaves after a class begins, no portion of tuition is refunded. Students must have registered, paid for class, and be seated at the advertised class start time in order to be admitted to the class. Late arrivals will not be seated, and will not be entitled to a refund. If the School finds it necessary to cancel the entire course, the full dollar amount of any payment will be promptly refunded. If the School cancels a portion of the course, the unused portion of the tuition may be credited towards a future course or refunded. No portion of the tuition will be refunded after class day begins.

In order to better accommodate your needs, please be sure to notify us in advance, if you have any disability which will require special auxiliary aids and/or services at this event. Payments to the Greater Harrisburg Association of REALTORS® are not deductible as charitable contributions for Federal Income Tax purposes; however, such payments may be deductible as ordinary and necessary business expenses.

**WATCH FOR ADDITIONAL BROKER CREDIT CLASSES OFFERED THROUGH  
THE GREATER HARRISBURG REALTORS® INSTITUTE!**