2-Day Agenda (Draft)  
  
Monday, October, 17th - Setting the Stage/Assembling **8:30       Welcome and Introductions  
  
9:00     Organizational Goals**

* **Identify and discuss differences of scattered site housing**
* **Targeting acquisitions related to organizational goals**

**10:00  Break  
  
10:15   Fundamentals of Scattered Site Projects**

** Fundamentals of choosing properties (condition, location, market need and feasibility)**

** Various development concepts and how they relate to your organizations development team**

**12:00  Lunch   
  
1:00 Rehab and New Construction Standards - Property and Asset management Roles**

* **Property management's role in the development process**
* **Working with development team to improve long term property performance**

**2:30 Break   
  
2:45  Design and Construction - Ownership Objectives and Management Planning**

* **Fundamentals of creating a management plan**
* **Management Agreements; Fee Structures; Planning Cost of Management Operations**

**4:30  End of Day**

**Tuesday, October, 18th - Operations**

**8:30       Reflection and Review  
  
9:00     Operations: Marketing, Occupancy and Fiscal Management**

* **Marketing and Occupancy Process**
* **Resident Selection; Leasing; Rent Collection and the Eviction Process**
* **Fiscal Management Principles (Cash Flow, Operating Budget and Reserves, Accounting, Insurance and Compliance Requirements)**
* **Capital Needs Assessments and Property=Status Reports**
* **In-house vs. Outsourced Management**

**10:00   Break  
  
10:15    Risk Management**

* **Insurance Policy Efficiencies**
* **Safety and Security Measures**

**12:00   Lunch  
  
1: Staffing Options and Supportive Services**

** Resident Relations (Effective Communication, Resident Responsibilities, Resident Activities**

** Levels of Supportive Services**

** Delineation of duties between resident=services and property management staff**

**2:45   Wrap up and Evaluations  
  
3:00 End of Day**