



# Estate Agent and Property Development

# ⇒ Course 01: Real Estate Agents | Online Course

- Module 1: Estate Agent: An Introduction
- Module 2: Different Types of Estate Agents
- Module 3: Getting Started on the Job
- Module 4: Listing Property: Finding the Sellers
- Module 5: Valuation Process
- Module 6: Negotiating as Estate Agent
- Module 7: Selling Property: Finding the Buyers
- Module 8: Letting Property
- Module 9: Technology for Estate Agents
- Module 10: Regulation of Estate Agents

# ⇒ Course 02: Property Development Diploma

- Module 01: Introduction to Property Development
- Module 02: Different Types of Property
- Module 03: Property Research
- Module 04: Property and the Law
- Module 05: Different Methods of Finance Option
- Module 06: Building Regulation
- Module 07: The Planning Process
- Module 08: Project Management
- Module 09: Marketing Your Property

# ⇒ Course 03: Social Housing and Tenant Management Level 2

- Introduction to Social Housing
- Tenant Selection and Tenant Management
- Managing Rental Income and Arrears
- Maintenance, Safety, and Security of Social Housing
- Resident Involvement in Social Housing
- Dealing with Anti-Social Behaviours
- Career Prospects of Social Housing Manager

# ⇒ Course 04: Property Law and Legislation

- Introduction to Property Law
- Land Law Principles- Rights and Interests
- Registered and Unregistered Land
- Ownership and Possession of the Property
- Co-Ownership in Property

# ⇒ Course 05: Understanding Wills and Probate Laws - Level 2

- An Introduction to Estate and Wills
- Making a Will
- Trusts and Dispositions
- Intestacy
- Probate
- Correcting Errors in a Will
- Revocation of Wills
- Power of Attorney

# ⇒ Course 06: Property Marketing

- Listing Properties and Marketing
- The Letting Process and Tenancy Agreement
- Strategies for a Real Estate Investor
- Marketing Your Property
- Regulations of Property Management
- Changes in the UK Property Market: An Opportunity

# ⇒ Course 07: Negotiation Essential Skills - Level 3

- Understanding Negotiation
- Getting Prepared
- Laying the Groundwork
- Phase One — Exchanging Information
- Phase Two — Bargaining
- About Mutual Gain
- Phase Three — Closing
- Dealing with Difficult Issues
- Negotiating Outside the Boardroom
- Negotiating on Behalf of Someone Else



# ⇒ Course 08: Contract Manager Diploma

- Module 01: Introduction to Contract Management
- Module 02: Classification of Contracts
- Module 03: Contract Lifecycle – Understanding The Stages
- Module 04: Principles of English Contract Law
- Module 05: Contract Management Plan & Efficiency
- Module 06: Contract Manager's Roles, Responsibilities & Career Opportunities
- Module 07: Risks, Disputes & Supplier Relation In Contract Management
- Module 08: Negotiation, Variation & Changes in Contract Management
- Module 09: Contract Management Process Evaluation & KPI
- Module 10: Contract Review, Challenges and Future

# ⇒ Course 09: Document Control

- Module 1: Introduction to Document Control
- Module 2: Principles of Document Control and Elements of Document Control Environment
- Module 3: Document Control Lifecycle
- Module 4: Document Control Strategies and Instruments
- Module 5: Document Management
- Module 6: Quality Assurance and Controlling Quality of Documents
- Module 7: Project Document Control
- Module 8: Electronic Document Management Systems and Soft Copy Documentation

# ⇒ Course 10: Customer Service

- Understanding Customer Service
- Focusing on the Customer
- Customer Service and the Telephone
- Handling Complaints
- Enduring Stress
- Business Communication
- Verbal and Non-verbal Communication
- Written Communication
- Electronic Communication
- Communicating with Graphics
- Effectively Working for Your Boss
- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style
- Building Your Toolbox
- Establishing Your Action Plan

# ⇒ Course 11: Sales: Psychology of Customers

- Introduction
- Introducing A.S.K - concentrating on 'A' for ATTRACT.
- Section 3 The 'S' of A.S.K. - SERVING
- Section 4 The K of A.S.K
- Section 5 ...And lastly...

# ⇒ Course 12: Level 3 Tax Accounting

- Module 01: Tax System and Administration in the UK
- Module 02: Tax on Individuals
- Module 03: National Insurance
- Module 04: How to Submit a Self-Assessment Tax Return
- Module 05: Fundamentals of Income Tax
- Module 06: Advanced Income Tax
- Module 07: Payee, Payroll and Wages
- Module 08: Capital Gain Tax
- Module 09: Value Added Tax
- Module 10: Import and Export
- Module 11: Corporation Tax
- Module 12: Inheritance Tax
- Module 13: Double Entry Accounting
- Module 14: Management Accounting and Financial Analysis
- Module 15: Career as a Tax Accountant in the UK

# ⇒ Course 13: Public Speaking and Presentation Skill Course

- Introduction
- QUICK UNLEARNING Before Starting this "SKILL"
- IS THIS HAPPENED WITH YOU????
- Impressive Methods of Hooking Audience, even before your Speech or Presentation
- 6 Highly Impressive Methods of Starting any Speech or Presentation!!
- Body Language: 6 Methods for Impressive Body Language for Speech or Presentation
- Vocal Variety: 3 Methods (VST) for POWERFUL Vocal Variety
- Effective Methods of Ending Any Speech or Presentation
- Bonus

# ⇒ Course 14: The Formula to Talk with Strangers

- Section 01: Course Overview
- Section 02: The Formula
- Section 03: Summary
- Section 04: End



Thank You