



**IREM Houston Chapter No. 28**

*Leaders  
Developing  
Leaders*

**Human Resource Essentials for  
Real Estate Managers (HRS402)**

Optimal allocation of your human capital will determine the success of your business. This course is designed for those who will be or already are facing the challenges of hiring, managing and evaluating on site staff. By addressing the complete spectrum of human resource topics such as staff training, performance assessment, and the challenges inherent in developing staff collaboration at varying levels, this course will show you how to operate a seamless human resources function.

**What you'll learn:**

- Planning and requirements: Staffing needs, job responsibilities and skills, job descriptions
- Recruitment and selection: Candidate qualification, employment offers and contracts, alternative staffing options
- Training and development: Learning styles, training delivery, training programs, career development techniques
- Employee management: Employee motivation, performance evaluation, policies and record keeping

- CPM®     CPM® Candidate     Associate  
 ARM®     ARM® Candidate     ACM  
 Employee of an AMO® firm     Student/Faculty

**Payment Method**

- Check or money order payable to IREM Houston  
 Visa     Mastercard     AMEX

Card Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

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Signature \_\_\_\_\_



**Send this form to:**  
**IREM Houston Chapter No. 28**  
**5850 San Felipe, Suite 118**  
**Houston, TX 77057**  
**(713) 783-9225 Fax (713) 783-0283**

**September 17 & 18, 2008**  
**Registration: 8:00 a.m.**  
**Course: 8:30 a.m. - 5:00 p.m.**

**Millineum Tower**  
**10375 Richmond Ave.**  
**1st Floor Training Room**  
**Houston, TX 77042**

**Registration Fees:**

**Premier Rate: \$570**

(applies to CPM, CPM Candidates, ARM, Accredited Commercial Manager and AMO Members)

**Classic Rate: \$660**

(applies to Associate, Student and Academic Members)

**Nonmember Rate: \$715**

Local scholarship program application can be found at [www.iremhouston.org/education](http://www.iremhouston.org/education)

Provider 0192

Course 14-00-049-5742

14 hours MCE Credit

Name \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

HRS402 Cancellation Policy: For a cancellation more than 10 business days prior to the course, student receives a full refund. If the cancellation occurs less than 10 days (but a minimum of three business days) prior to the course, a \$75 administration fee is imposed to either refund the tuition or transfer the student to another course. Cancellation within 72 hours, or if the student is a no-show, there is no refund or transfer provided. No exceptions can be made to the rules above.