



IREM Houston Chapter No. 28

*Leaders
Developing
Leaders*

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

Successfully face the challenges of hiring, managing and evaluating on-site staff and discover 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

How you'll benefit:

- Select the right people for each job
- Maximize the productivity of your staff
- Reduce both the financial and emotional costs associated with turnover

- 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 _____

Card Number _____

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 15 & 16, 2010
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

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 business 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 (3 business days), or if the student is a no-show, there is no refund or transfer provided. No exceptions can be made to the rules above.