

COURSE LIST

LEASING & TENANT ADVISORY

Navigate every phase of the deal—strategy, search, execution & exit—with data-driven confidence.

SHORT COURSES

(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)

Client Engagement & Strategy Development

- Portfolio Strategy Finalisation: Secure Stakeholder Consensus
- Premises Readiness – And the Help of the Occupier Focused Service Team
- Strategic Brief Alignment: Bridge Business Goals & Property Solutions
- Strategic Needs Analysis for Commercial Real Estate Decisions
- Strategic Space Optimization: Stay vs. Go Analysis
- Strategic Tenant Rep Brief Development
- The Property Acquisition Plan – Methodology Used by the Tenant Representative
- The Role of the Tenant Representative – Attributes and Engagement
- Understanding the Needs of the Business
- Workplace Strategy and Space Planning

Inspections, Options & Shortlisting

- Familiarizing with What's on the Market
- From Search to Shortlist: Preferred Options & Lease Negotiations
- Premises Sourcing – Preparing the EOI and the Review of Market Submissions
- Reviews and Inspections – Getting the Client across the Options

Lease Execution & Documentation

- Functions and Skills of the Lease Admin
- Introduction to Commercial Leasing – Lease Types and Rental Structures
- Introduction to Commercial Leasing – Sub-leasing
- Introduction to Lease Abstraction
- Lease Admin Analytics and Tools
- Negotiation and Heads of Agreement – Requesting the Heads
- Negotiation and Heads of Agreement – Concluding the Deal
- Outsourcing of Lease Abstraction



Lease Execution & Documentation (cont.)

- Strategic Leasing Due Diligence: Mitigate Lease Execution Risks

Lease Exit & Transition Planning

- Lease Exit & Makegood Obligations Mastery
- Lease Exit Strategy
- Transition Planning – Risk Profiles and Relocation Strategy