## **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

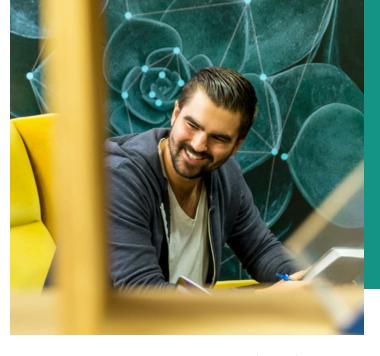
- Portfolio Strategy Finalisation: Secure Stakeholder Consensus
- Premises Readiness And the Help of the Occupier Focused Service Team
- Strategic Brief Alignment: Bridge Business Goals & **Property Solutions**
- Strategic Needs Analysis for Commercial Real Estate
- Strategic Space Optimization: Stay 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
- · Negotiation and Heads of Agreement Concluding the
- 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



