

## CURATED LEARNING PATH

# PROP01

## The Fundamentals of Commercial Leasing - For Real Estate Professionals



Our industry-specific courses offer a unique approach that not only focuses on technical skills but also emphasises understanding the perspectives of yourself and others in the field. By examining the distinct responsibilities of each key role in commercial property management and leasing, we foster a deeper understanding of the dynamics and interactions between stakeholders.

Whether you're a leasing agent, property manager, or real estate professional, this course will equip you with the skills and knowledge to navigate the complexities of commercial leasing and elevate your career.

Enrol today and gain practical insights that will help you advance in the industry, improve your day-to-day performance, and increase your professional value.

## What is **SKILLINGS** Education?

SKILLINGS Education is Australasia's #1 eLearning platform for real estate, offering the only comprehensive self-guided training platform for the real estate and construction industries.

Our training programs are used by organisations in 28 cities worldwide to cross-train employees using specific course libraries. The complete SKILLINGS Education library, with over 500 courses, is now available to individuals for the first time.




# What is **SPECIAL** about us?

Our courses offer a unique approach that explores both your role and the roles of others you collaborate with in your work. This dual perspective helps you gain a deeper understanding of your responsibilities and enhances your ability to navigate complex professional relationships, setting our training apart from traditional, role-based learning.

By gaining insights into various professional perspectives, you'll be better equipped to collaborate effectively, make informed decisions, and tackle real-world challenges in your field.

This approach ensures that you're not just learning theory, but gaining skills that will directly impact your daily performance and career growth.

Designed for professionals at all stages of their careers, from beginners to seasoned experts, our courses include real-world scenarios, case studies, and interactive quizzes to reinforce your learning. Whether you're building foundational knowledge or enhancing advanced skills, our courses are ideal for professionals looking to advance their expertise and make an immediate impact in their roles.



**Start learning today**  
and elevate your  
career with the  
practical, actionable  
insights that set our  
training apart.

# How does it **WORK?**



## **3 PARTS, 10 MODULES, 40+ COURSES**

The PROP01 curated learning path follows a self-paced learning model, with approximately 90 minutes of study recommended per week over 12 weeks. Extensions may be available upon request.



## **COMPREHENSIVE COURSE RESOURCES**

To support your learning experience, learners will receive supplementary materials, including a Participant's Guide and Course Resource Workbook. These materials are designed to reinforce key concepts, provide additional exercises, and serve as valuable references to deepen your understanding and enhance your learning. The Participant's Guide will serve as a quick guide to your learning journey, while the Course Resource Workbook reinforces your learning and help you apply key concepts.

These materials are easily accessible online, allowing you to refer to them anytime during and after the course.




## **DEDICATED SUPPORT TEAM**

Throughout the course, learners are supported by our dedicated support team, who are available via email, live chat, or phone to answer questions, provide guidance, and assist with any challenges. Our team offers personalised, responsive support, ensuring that your specific needs are addressed promptly. We are available throughout the course, including evenings and weekends, to fit your schedule. Additionally, our team proactively checks in to make sure you're progressing smoothly and to offer guidance as needed. And even after you complete the course, you'll continue to have access to ongoing support to help you implement your newfound skills and knowledge.

# Learning OUTCOMES

Upon successful completion of this course, participants will:

- Gain a comprehensive understanding of the roles and responsibilities of key parties in a commercial leasing transaction, including the Commercial Property Manager, Tenant Representative, and Internal Property Manager, and how they collaborate to achieve successful outcomes.
- Learn to set up agency agreements, effectively promote properties for lease, and confidently negotiate and review Head of Agreement (HOA) clauses, empowering them to handle leasing negotiations with expertise.
- Recognise the importance of due diligence and navigate legal requirements, ensuring compliance and minimising risk in leasing transactions.
- Develop effective communication strategies to engage with stakeholders, fostering strong relationships and facilitating smooth, successful transactions.
- Understand how the interaction between roles influences the leasing process, enabling participants to work more effectively with diverse teams and stakeholders.
- Be equipped to make informed, strategic decisions, ensuring positive and successful outcomes in commercial property transactions.



By the end of the course, participants will have a solid foundation in the commercial leasing process, enabling them to effectively engage in negotiations and make informed decisions that contribute to positive outcomes in the property sector.

# MODULES

This curated learning path is divided into 10 comprehensive modules, organised into 3 key parts, each designed to build your expertise step by step:



## PART 1: FOUNDATIONS

Develop a solid understanding of the core principles and concepts of commercial leasing. This foundational knowledge will serve as the bedrock for everything you'll learn moving forward.



## PART 2: WHAT TERMS GO INTO A LEASING PROPOSAL

Explore the essential components of a leasing proposal. Learn how to craft and structure key terms to create proposals that are both effective and legally sound.



## PART 3 - EXECUTION OF THE LEASE AGREEMENT

Master the final steps of the leasing process, from negotiation to execution. Understand the critical legal and operational elements required to finalise a lease agreement successfully.

**Invest in your future today** and take the next step toward mastering commercial leasing at your own pace!





# COURSE TOPICS

## PART 1: FOUNDATIONS

By exploring key aspects of transaction setup and understanding the roles of stakeholders, you will develop a strong foundation in commercial property transactions. This includes learning the importance of professional consultants and the various parties involved, enabling you to navigate the complexities of leasing deals with confidence.

Additionally, you will master agency agreements, financial charges, and property marketing, gaining the skills to manage these critical elements effectively. With a clear grasp of industry terminology, you will communicate confidently with clients and stakeholders, applying these concepts to real-world situations.

# PART 1 - FOUNDATIONS

## MODULE 1

### TRANSACTION SETTING - STAKEHOLDERS IN A COMMERCIAL LEASING ENDEAVOUR

*In this series of short courses, you will delve into the vital roles within a commercial property transaction, as well as the significance of professional technical consultants and various other parties involved. You will gain a thorough understanding of the responsibilities and contributions in ensuring successful commercial transactions.*

---

**COURSE 1: THE ROLE OF THE LANDLORD AND THEIR ADVISORS - ATTRIBUTES AND ENGAGEMENT**

---

**COURSE 2: THE ROLE OF THE TENANT AND THEIR ADVISORS - ATTRIBUTES AND ENGAGEMENT**

---

**COURSE 3: DUE DILIGENCE AND THE PROPERTY REVIEW**

---

## MODULE 2

### FINANCIAL CHARGES, BUILDING ATTRIBUTES AND EVALUATING A PROPERTY'S CONDITION

*In this series of short courses, you will explore agency agreements and fees, delve into building grades to understand their significance, and learn the skills to conduct thorough property inspections. Also covered are vital tips on asking the right questions to ensure an efficient commercial transaction.*

---

**COURSE 1: INFORMATION REQUIRED FROM THE LANDLORD - DRAFTING THE AGENCY AGREEMENT**

---

**COURSE 2: FEES AND WHO PAYS FOR THEM IN DIFFERENT SITUATIONS**

---

**COURSE 3: UNDERSTANDING THE IMPORTANCE OF BUILDING GRADES IN COMMERCIAL REAL ESTATE**

---

**COURSE 4: A WELL-PLANNED PROPERTY INSPECTION**

---

**COURSE 5: MASTERING PROBING QUESTIONING TECHNIQUES**

---

**COURSE 6: THE AGENCY AGREEMENT**

---



# PART 1 - FOUNDATIONS (cont.)

## MODULE 3

### UNDERSTANDING LEASE STRUCTURES AND THE HOA

*In this series of short courses, you will delve into the complexities of various lease structures, and gain a basic understanding of a leasing proposal and how to convert it to an executed Heads of Agreement to drive successful outcomes in commercial real estate transactions.*

---

#### COURSE 1: LEASE STRUCTURES AND TYPES

---

#### COURSE 2: REVIEWING THE HOA - AND THE DUE DILIGENCE REQUIRED OF THE TEAM

---

## MODULE 4

### UNDERSTANDING COMMERCIAL PROPERTY LANGUAGE

*In this series of short courses, you will learn the terminology used in commercial real estate projects. The courses touch on many of the more common terminologies used when undergoing any number of phases throughout the commercial property life cycle starting with workplace strategy development through to occupation of premises.*

---

#### COURSE 1: INTRODUCTION TO LEASE TERMS AND LEASE LANGUAGE

---

#### COURSE 2: Understanding Commercial Property Language - Terminologies A - D

---

#### COURSE 3: Understanding Commercial Property Language - Terminologies E - K

---

#### COURSE 4: Understanding Commercial Property Language - Terminologies L - P

---

#### COURSE 5: Understanding Commercial Property Language - Terminologies Q - Z

---

# COURSE TOPICS

## PART 2: WHAT TERMS GO INTO A LEASING PROPOSAL

By studying commercial real estate incentives and contributions, along with rent reviews and lease adjustments, you will gain the essential knowledge to include these terms in a leasing proposal. This will enable you to negotiate and structure lease agreements that meet the financial goals of both tenants and landlords.

Furthermore, understanding financial security options such as bank guarantees, bonds, and deposits, along with the concept of make good in commercial leasing, including strategies and best practices, will equip you with the expertise to address potential risks, ensure compliance, and foster positive Landlord-Tenant relationships within the leasing proposal process.

### MODULE 5

#### RENT REVIEWS AND LEASE ADJUSTMENTS

*In this series of short courses, you will explore how rent reviews and lease adjustments fit within the broader context of a lease lifecycle, including how these activities align with the key stages of a lease strategy. You will also review a program that outlines the typical timelines and milestones associated with these processes.*

---

#### **COURSE 1:** Introduction to Rent Reviews

---

#### **COURSE 2:** Rent Review Methods and Mechanisms

---

#### **COURSE 3:** Negotiation Strategies for Rent Reviews

---

#### **COURSE 4:** Legal and Regulatory Considerations in Rent Reviews

---

#### **COURSE 5:** Outgoings as Factors in the Rent Review

---

# PART 2 - WHAT TERMS GO INTO A LEASING PROPOSAL

## MODULE 6

### COMMERCIAL REAL ESTATE INCENTIVES AND CONTRIBUTIONS

*In this series of short courses, you will bring together everything you know about your business, what you know about the market, and determine the right accommodation decision for the needs of your business.*

---

**COURSE 1:** Incentives and Contributions - Exploring the Various Types

---

**COURSE 2:** Case Study - How a Rent-Free Period Works

---

**COURSE 3:** Case Study - How a Rental Abatement Works

---

**COURSE 4:** Case Study - Fit-Out Contribution

---

**COURSE 5:** Case Study - Fit-Out Combination of Three Incentives

---

## MODULE 7

### FINANCIAL SECURITY - BANK GUARANTEES, BONDS AND DEPOSITS

*In this series of short courses, you will cover the fundamental concepts and functions of banks and financial institutions. The courses discuss specialised topics, including bank guarantees equipping you with a well-rounded knowledge of these essential aspects of the commercial leasing deal.*

---

**COURSE 1:** Tenant Securities, Bonds and Insurance Providers

---

**COURSE 2:** BANK GUARANTEES

---



# PART 2 - WHAT TERMS GO INTO A LEASING PROPOSAL (cont.)

## MODULE 8

### MAKE GOOD IN COMMERCIAL LEASING - CONCEPTS, STRATEGIES, AND BEST PRACTICE

*In this series of short courses, you will dive into insightful case studies that bring make good provisions to life, giving you a practical look at best practices for both property managers and tenants. You'll explore real-world scenarios that highlight effective strategies and tackle common challenges.*

*By working through these examples, you'll gain valuable insights into managing make good obligations, understanding compliance requirements, and ensuring smoother lease transitions. These case studies are designed to build your confidence and sharpen your ability to handle similar situations with clarity and skill.*

---

**COURSE 1:** Introduction to Make Good

---

**COURSE 2:** Early Exit and Make Good - Assignment Clause in the Contract

---

**COURSE 3:** Case Study and Best Practice - Make Good Provisions in Lease Agreements

---

**COURSE 4:** Case Study and Best Practice - Make Good Works and Compliance

---

## MODULE 9

### LEASE NEGOTIATION - KEY OBJECTIVES AND DESIRED OUTCOMES

*In this series of short courses, you will understand the drafting and negotiation of critical lease terms. You'll learn how to effectively request and evaluate a Heads of Agreement as an early step in securing your lease, moving smoothly into the commitment phase with clarity on terms.*

*The focus on Agreement for Lease details ensures you are prepared before entering a legally binding contract, guiding you through practical steps to protect your business interests and optimise lease terms.*

---

**COURSE 1:** Types of Draft Lease Documents and Terms You Should Negotiate

---

**COURSE 2:** Requesting a Heads of Agreement and Landlord Leasing Compliance

---

**COURSE 3:** Moving into the Commitment Phase - Heads of Agreement

---

**COURSE 4:** Moving into the Commitment Phase - Agreement for Lease

---

**COURSE 5:** A Legally Binding Contract and Lease Documentation

---

**MODULE 10****LEGAL DOCUMENTATION -  
STANDARDISED VS SOLICITOR-  
PREPARED FORMS**

*In this series of short courses, you will gain an understanding of legal documentation in real estate transactions and will explore a comparative analysis of standardised industry association forms versus solicitor-prepared documents. Course modules will highlight the role and significance of the agent remaining in the transaction until the lease is signed. Also included is a case study providing an application of the concepts covered throughout the course.*

**COURSE TOPICS****PART 3: EXECUTION  
OF THE LEASE  
AGREEMENT**

In this stage, you will learn about the final step in lease negotiations - the execution of the lease or AFL. This occurs when both parties have reached a mutual agreement on the terms and conditions outlined in the lease proposal or HoA.

You will gain an understanding of the necessary surety documents required for signing the lease and how this process initiates the occupation and use of the leased commercial property according to the agreed-upon terms. This knowledge will ensure you are prepared for successful lease execution.

---

**COURSE 1:** Legal Documentation in Real Estate Transactions

---

**COURSE 2:** Understanding Standardised and Customised Lease Documentation

---

**COURSE 3:** Comparing Standardised and Customised Lease Documentation

---

**COURSE 4:** CASE STUDY - TAILORING DOCUMENTS TO MEET TENANT REQUIREMENTS

---

# What is the **COST**?

The cost of the learning path is AUD \$799.99, offering exceptional value for a comprehensive learning experience. This fee includes:

- ✓ 24/7 eLearning access to the course content for 12 weeks, allowing you to learn at your own pace, anytime, anywhere.
- ✓ Ongoing support from our dedicated team, available to assist you with any questions or challenges throughout the course.
- ✓ Extensive course materials that support and enhance your learning, including practical resources and real-world examples.
- ✓ Certificate of Completion, validating your newly acquired skills and enhancing your professional credentials.



Discover how tailored lease agreements and strategic document selection can safeguard landlord interests, simplify legal complexities, and foster successful commercial leasing relationships.



# What our **CUSTOMERS** say about our training



## **SENIOR MANAGER BUSINESS DEVELOPMENT**

Savills, Philippines

“I’ve shared with our team the importance of understanding the broader picture of leasing, not just focusing on the small tasks we handle daily.”



## **SENIOR PROJECT MANAGER**

Merx, Hong Kong

“The topic on the importance of a brief was the most useful. It emphasised the need to plan and strategise before viewing properties, rather than rushing in without a clear direction.”



## **LEASE ADMINISTRATOR**

Savills, Indonesia

“The Commercial Leasing and Tenant Representation course was highly relevant to my role, balancing foundational concepts with advanced strategies. I particularly valued the in-depth coverage of lease negotiations and tenant rights, which align with my responsibilities. The course exceeded my expectations and provided valuable insights for my daily work.”

## How to ENROL

Ready to take the next step? Enrol in the learning path by:

### 1. ENROL ONLINE

Visit our website [here](#) to purchase the learning path and start your learning journey.

### 2. CONTACT US DIRECTLY

Reach out to our Team at [info@skillingseducation.com.au](mailto:info@skillingseducation.com.au) or call 1300 231 176 to discuss your enrolment.

If you have any questions or need further assistance, don't hesitate to contact us. We look forward to supporting you on your learning journey!



✉ [info@skillingseducation.com.au](mailto:info@skillingseducation.com.au)  
☎ 1300 231 176  
🌐 [skillingseducation.com.au](https://www.skillingseducation.com.au)