

NP Dodge Agent: _____
Office: _____

Agent Educational **PROGRAMMING**



Classroom



In-Office & Classroom



Companywide & Online



2011 NP Dodge Real Estate Agent Education Programming

Programming and Session Notes:

- All new agent sessions are held at our NP Dodge Lakeside Hills Office at 16909 Lakeside Hills Drive, Omaha, Nebraska.
- Schedules and class times are posted on www.npdoffice.com @ "Education & Events" Tab at least 90 days in advance.
- Emails will be sent companywide on Friday with the upcoming week's educational and training sessions included.
- Agents are encouraged to attend all educational and training sessions, office meetings, and all company training programs.
- Agents are responsible for the completion of all FAST START Training Sessions along with the satisfactory completion of the Competency Checklist.
- New Associate Orientation is REQUIRED for all new associates, both new licensees and existing associates, who join NP Dodge on or after January 1, 2011. New Associates will have 120 days after joining NP Dodge to complete New Associate Orientation. Upon completion, the new associate will be approved to continue receiving their earned commissions. If the new associate has not completed this requirement within the first 120 days of association with NP Dodge, then NP Dodge retains the right to withhold the associate's commission earnings until such time that the associate has completed the New Association Orientation session.
- Scheduled sessions are subject to change in the event of holidays, company/REALTOR® sponsored events, weather cancellations, and unforeseen scheduling conflicts. All sessions affected by such cancellations will be rescheduled at a later date. If there is any questions regarding cancellations...managers and associates are instructed to first check the NP Dodge Education Calendar at www.npdoffice.com or contact the scheduled instructor for that session.*
- Any individual that is not yet a licensed NP Dodge Real Estate associate, but has executed a Letter of Intent to join NP Dodge Real Estate upon completion of the pre-license courses and passing the real estate exam, is eligible to attend all sessions.
- Attendance will be taken at each session. Attendance records will be shared with the associate's manager.
- After the completion of every FAST START Training Session and submission of the completed Competency Checklist the new associate will receive a Certificate of Completion.
- NP Dodge Real Estate FAST START Program is approved for GRI 101 certification substitution.

**CLASS TIME FOR SESSIONS:
8:30am-Noon & 1:00pm to 4:30pm**

Note: Office managers will receive the attendance records for the New Agent FAST START Training Sessions for the verification of individual agent attendance.



2011 NP Dodge Real Estate

FAST START Training Sessions

Sessions are held in connection with the Omaha Area Board of REALTORS mandatory New Member Orientation. The scheduled dates for the FAST START Training Sessions are available at www.npdoffice.com under the "Education & Events" tab.

1. **New Associate Orientation**

REQUIRED for all new NP Dodge Real Estate associates

Monday Mornings: 8:30am-NOON

A snapshot look at the history of NP Dodge, company programs and business philosophy...PLUS an introduction to our exclusive NP Dodge Marketing, Title, Relocation and Mortgage Services. This session also includes the access and review of NP Dodge Policy and Procedures and looks at Risk Management for real estate licensees.

Date completed: _____ Manager: _____

2. **Introduction to NP Dodge Technology**

Monday Afternoons: 1-2 pm

This session is an overview of our exclusive NP Dodge Technology...PLUS detailed instruction on company email, company and agent websites, and how NP Dodge supports the agents in all of their e-marketing activities.

Date completed: _____ Manager: _____

3. **Introduction to the Business of Real Estate**

Monday Afternoons: 2:15-4:30pm

This session is a review of our exclusive educational real estate publication...The Success Guide. This guide is a detailed look at building your real estate career on a solid foundation of fundamental prospecting and business building activities.

Date completed: _____ Manager: _____

4. **NPdoffice.com Overview**

Wednesday Mornings: 8:30-10am

This session will explore the basics of our NP Dodge Real Estate's virtual online office. From how to access...to a snapshot look at each category...to applications for each tool in this "virtual toolbox"...this session is a must if you intend to keep pace with the speed of real estate!

Date completed: _____ Manager: _____

5. **Introduction to Real Estate Financing**

Wednesday Mornings: 10am-NOON

This session explains key elements in the financing of real estate. From determining a home buyer's Buying Power...to calculating a Buyer's or Seller's Estimated Closing Statement...to an introduction to all the various types of loan programs available. This session offers a well rounded look at what agents need to know regarding real estate financing.

Date completed: _____ Manager: _____



2011 NP Dodge Real Estate
FAST START Training Sessions

6. Creating Your Customized Business Strategies with the NP Dodge Business Planner

Wednesday Afternoons: 1-2:30pm

This session is geared to create a workable, customized business plan that incorporates Listing and Sales Goals, tracking the same...and measuring the agent's success in a comprehensive business planning program exclusive to NP Dodge

Date completed: _____ Manager: _____

7. Introduction to Real Estate Paperwork

Wednesday Afternoons: 2:45-4:30pm

This session is a "Contracts *R* Us" for new licensees or any transferring associates that wants a good understanding of our NP Dodge Paperwork.

Date completed: _____ Manager: _____

8. Introduction to Listing Strategies

Friday Mornings: 8:30-10am

This session provides a detailed look at winning listing strategies that have been customized to our local market from the national recognized Certified Residential Specialist (CRS) coursework.

Date completed: _____ Manager: _____

9. Introduction to Working With Buyers

Friday Mornings: 10am-Noon

This session outlines the basics activities including a look at prospecting, first meetings, home showing tips, property evaluation, and feedback for selection and negotiations.

Date completed: _____ Manager: _____

10. Introduction to Trendgraphix

Friday Afternoon: 1-2:30pm

This session provides an overview, tips and techniques to maximize the statistics with Trendgraphix...the premier program to analyze, quantify and interpret our local real estate market so you can effectively and accurately price homes for both your buyers and sellers.

Date completed: _____ Manager: _____



2011 NP Dodge Real Estate

In-Office Technology Training & Entrepreneurial Coaching Sessions

TECHNOLOGY TRAINING

Tech Day

- Each office has an “in-office” scheduled “Tech Day” session each month.
- The session(s) are scheduled, in advance, and posted on the www.npdoffice.com NP Dodge Real Estate Calendar, with mutually agreed times scheduled with the office manager and Mark Meyers, Technology Systems Instructor for NP Dodge Real Estate.
- The “Tech Day” is a time for agents to receive group, one-on-one, or both...in technology support and/or educational presentations as determined by the office manager and Mark Meyers.
- The “Tech Day” may feature predetermined and promoted classroom lectures and demonstrations for timely technology topics.

Advanced Technology Training

Each “[Advanced Technology Training Session](#)” will be posted on npdoffice.com “Education & Events” tab, and scheduled and promoted in advance of any session as to the date, time and location of the sessions.

Upcoming 2011 Sessions:

- **Backup Your Data**
 - A detailed “how to” to back up your critical data from both your PDA, telephone and computer.
- **Newest “Tech Tools” Overview**
 - Keeping you up-to-date on the latest and greatest “tech tools”!
- **Using Paragon 5**
 - Tips on how to maximize the tools and new features on the MLS’s new Paragon 5.
- **Using Microsoft Outlook for your email**
 - From “why outlook?” to the basic format and usage of the program PLUS how to manage the importing and exporting of contacts, creating and managing distribution lists to creating you own customized signature on all of your outgoing emails!

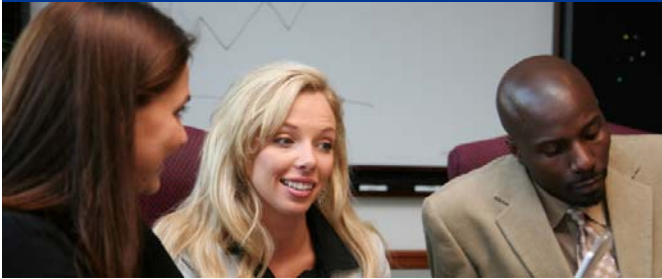


Mark Wehner’s REEsults COACHING™ SESSIONS

REEsults Coaching™ Sessions can be scheduled, in advance, with Mark Wehner for office meetings and/or any potential educational/training/coaching sessions sponsored in the respective office. Topic, time and in-office promotion shall be determined in advance of any session.

- Time length of coaching sessions can be adjusted to the office’s event. Office meeting coaching session should be no longer than 15 minutes unless otherwise requested by the manager.

Personalized coaching programs, exclusively from REEsults Coaching™, are available for an additional investment to those agents that want to take their personal business to the next level.



2011 NP Dodge Real Estate

Companywide & Online Training Programs

LUNCH AND LEARN SESSIONS

- Each month we attempt to schedule a Lunch and Learn session.
- Topics are varied and timely.
- Speaker/Presenter sponsors are primarily our Service Network Vendors.
- Sessions are promoted each month as to date, topic, and sponsoring Vendor. Arrangements are made with Heather Chaney and the vendor to provide lunch for attending NP Dodge Real Estate associates.
- Attendance is taken and shared with the managers for the recognition of participation in the event.

GUEST SPEAKERS

- As time, talent and funding is available...NP Dodge Real Estate sponsors and provides national, industry related, and motivational speakers for our associates.

New Home Specialist (NHS) Designation



- NP Dodge Real Estate offers our exclusive NHS designation course at least once in 2011. Participation and new construction market demand determines the possibility of more than one NHS session.

NP DODGE ONLINE AGENT EDUCATION

- FREE to all NP Dodge Sales Associates.
- The NP Dodge Online Agent Education Program offers 20 different areas of study with hundreds of categories.
- Go to NPDOffice.com.
Click on Education/Coaching Tools button. Training appears under Videos, select NP Dodge Online Agent Training.



For More Information Contact:

Mark Wehner
Senior Vice President-Agent Development
mwehner@npdodge.com
402.333.5008

Mark Meyers
Technology Systems Instructor
mmeyers@npdodge.com
402.333.5008



2011 NP Dodge Real Estate
Competency Checklist

Each NP Dodge Associate must satisfactorily complete this Competency Checklist no later than 120 days from joining the company by accurately completing and demonstrating competence for the following documents/tasks and having their manager/mentor date and sign-off on the successfully completed item.

	<u>Date</u>	<u>Mgr/Mentor</u>
1. Purchase Agreement-residential:		
-Conventional financing.....	_____	_____
-VA Financing.....	_____	_____
-FHA Financing.....	_____	_____
2. Listing Agreement-residential.....	_____	_____
3. Exclusive Buyer Representation Agreement....	_____	_____
4. Estimated Closing Cost Sheet:		
-Buyer.....	_____	_____
-Seller.....	_____	_____
5. Addendums:		
-Whole House Inspection.....	_____	_____
-Radon Test Inspection.....	_____	_____
-Mold Inspection.....	_____	_____
6. Measuring a Home.....	_____	_____
7. Competitive Market Analysis.....	_____	_____
8. Explanation of HUD 1.....	_____	_____
9. Listing Presentation.....	_____	_____
10. Placing ads or advertising for:		
-Open House.....	_____	_____
-Newspaper.....	_____	_____
-Web site.....	_____	_____

Manager Approved: _____