



Join SAR's second edition of our highly successful educational series specifically designed for brokers and/or agents interested in becoming brokers.

\$179 (Members); \$199 (non-SAR members) if paid by Friday, March 30  
\$199 (Members) \$225 (non-SAR members) if paid after Friday, March 30

SAR Mack Powell Auditorium

Online at [ims.sacrealtor.org](http://ims.sacrealtor.org) or fax form below to 916.922.4103

Questions: Traci at 916.437.1210 \*24 hour cancellation notice needed to receive refund.

**Monday, April 2**

**Opening Panel Discussion** .....9:00 – 10:45am

*Local Brokers* address participant questions and various broker issues

**Insurance Requirements**.....11:00am - noon

*Presenter: Mike Mitcheom*

**Tuesday, April 9**

**Creating a Business Plan & Budget Requirements**

9:00am – noon

*Presenter: Tom Waltman*

Topics include: Writing a business plan and budget issues

**Monday, April 16**

**Running a Brokerage from a Legal Perspective**

9:00am – noon

*Presenter: Dave Tanner*

Topics include: Federal/state laws and regulations, DRE regulations/compliance, Broker responsibilities/compliance, benefits of multiple designations

**Monday, April 23**

**Sales and Marketing** .....9:00 - 10:30am

*Presenter: Brian McMartin*

Topics include: Advertising to boost sales and branding your company

**April 23 continued**

**Office Logistics** .....10:45am - noon

*Presenter: Brian McMartin*

Topics include: Setting up an office and financing with loans or personal capital

**Monday, April 30**

**Creating a Manageable Filing System** 9:00 – 10:30am

*Presenter: Laurel Housh*

**How to Run a Stimulating Office Meeting**

10:45am – noon

*Presenter: Heidi Maestretti*

**Monday, May 7**

**Training and Retaining High Producing,**

**Ethical Agents** .....9:00am – noon

*Presenter: Layne Kulwin*

Topics include: Training new agents, agent retention and new agent hiring, responsibilities of broker associates, and what your role is in ensuring your agents maintain their license and SAR Membership.

**Monday, May 14**

**Summary Panel Discussion & Graduation**

9:00 - 11:00am

*Local Brokers* address participant questions about what they have learned during the series.

REGISTRATION FORM

**Broker Training Institute**

PLEASE PRINT:

NAME \_\_\_\_\_

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**METHOD OF PAYMENT: (Please check one)**

VISA     MASTERCARD     CHECK    AMOUNT ENCLOSED: \$ \_\_\_\_\_  
(MAKE CHECK TO SAR)

ACCOUNT NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

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EXPIRATION DATE    PROMOTIONAL CODE    REFERRED STUDENT (IF ANY)