

Checklist for Hosting a PMN Course

Step 1: Initial Planning

Course Selection:

- Leadership Excellence
- Effective Negotiating for Real Estate Professionals
- Networking & Referrals: Building Business and Profit
- The Business of Your Business: Formula, Financials, Function & Freedom
- Harnessing the Power: Skills Based Performance Management

Course Date/Registration:

Prior to selecting a date, check out the PMN schedule at <http://www.wcr.org/our-designation/course-calendar/> to ensure that there is not another course being offered in your area at the same time.

Course Date: _____

Sign In: 8:00 a.m.

Course Time: 8:30 a.m. - 5:00 p.m.

Set the student registration fee (See Pricing Section at <https://www.wcr.org/our-designation/online-provider-agreement/>)

Registration Fee: \$ _____

Agreement & Processing Fee Submission:

- Agreement and processing fee has been submitted and approved by Women's Council of REALTORS®.

Instructor:

- Choose a certified instructor. *Note: This will be the most important decision you will make for the success of your course.*

Instructor name: _____

- Contact your chosen instructor. Communicate the course date, negotiate teaching fee and expense reimbursement, pay instructor fees and assist with travel arrangements and reimbursement (if necessary)
Note: A sample Instructor contract is provided for your convenience.

- Three weeks before the course contact instructor to ensure that all travel arrangements have been made and request a copy of their travel plans (ie: flight schedule and hotel).

- Night before course, contact the instructor to ensure that they've arrived and are prepared.

Course Location & Room Set

- Select and secure a suitable location for your course. Room set-up to include:
 - Room set: Classroom Style Seating, 6ft table in the front of room for instructor materials
 - A/V order: Screen, projector, wireless lavalier, handheld mic and flip chart (confirm A/V needs with instructor)
 - Outside room: 6ft table and chair for sign in and an easel for signage
 - Refreshment Order: (optional)

72 hours before course, follow up with the course location to give the final count for the room set and food/beverage.

Step 2: Preparing for the Course

Course Materials: Access the Course Provider Page for course descriptions/outlines, student materials, instructor materials, course presentations and customizable advertising materials.

Course Marketing

Market your course. It is best to begin at least six months before the course date. Use the customizable advertisements made available to you on the Course Provider Page. You will be responsible for printing and distribution fees. Your course will also be posted on <http://www.wcr.org/our-designation/course-calendar/>. Expand your horizons! Your course is an excellent recruiting opportunity. Be sure to market to ALL real estate agents in your area, not just WCR members.

Information that you will want to include in your marketing materials:

- Course title, date, time and location

- CE Credit: National Women's Council does not secure CE Credit for these courses. *If you are not already approved be sure to contact your State REALTOR Board for more information on how to apply for CE credit in your area.*

Course Registrations

Registration system has been set up to process payments and send confirmations.

Step 3: Final Preparations

Course Materials Prep

Two weeks before the course, print course materials (one per student). Make sure the copies are clean, clear and professional. To maintain the Women's Council image and brand: we recommend that you have the course manuals bound and printed in black and white, with the cover in color and on cardstock.

Prepare a sign-in sheet, badges, tent cards and student materials for the course.

Print a sign to place on an easel outside of the room onsite - to ensure students can find the room.

Day of the Course

Arrive at the course site at least one hour before the course begins, ensure that room is properly set-up and that A/V equipment is tested and ready to go. Assisting instructor as needed.

Handle all sign-in - have each attendee sign the attendance sheet and give each attendee a badge, tent card, student manual, student data form and evaluation.

At the end of the course, collect sign-in sheets, evaluations and student data forms. Return these to documents to **Women's Council of REALTORS®**, Attn: Education Department, 430 N Michigan, Chicago, IL 60611 within 10 days of course completion. Students will not receive course credit until items have been submitted.