

## Invest in Your Career with these Educational Opportunities!

Course	Dates	Cost
IFMA *Competency Course: Finance <a href="#">&gt; Click for full details</a>	July 16 & 17, 2010 8:00am – 4:30pm	\$350/IFMA Seattle member \$395/non- member
IFMA *Competency Course: Real Estate <a href="#">&gt; Click for full details</a>	August 20 & 21, 2010 8:00am – 4:30pm	\$350/IFMA Seattle member \$395/non- member

The course presenter is Jon E. Martens, CFM, CFMJ, IFMA Fellow.

### Registration is now open

Contact: Katie Bohocky [aminc2@comcast.net](mailto:aminc2@comcast.net) or phone 253.265.3042

Further information: Kristine Jackson [kris\\_m\\_jackson@hotmail.com](mailto:kris_m_jackson@hotmail.com) or Lynn Clark  
[lynnc@archecology.com](mailto:lynnc@archecology.com)

\*Successful completion of Competency coursework provides **15 Maintenance Points each course which equals 1.5 Continuing Education Units (CEUs)** for either the FMP (IFMA's Facility Management Professional) and/or the CFM (IFMA's Certified Facility Management Professional) designee

## Presented by the IFMA Seattle Education Committee

Event: The Finance Competency Course

Date: July 16 & 17, 2010

Location: City of Renton facilities – address available upon registration

Time: 8:00am – 4:30pm

Cost: \$350/IFMA Seattle member \$395/non-member

Professional Development: 15 IFMA Credential Maintenance Points/IACET 1.5 CEUs

Complementary light breakfast and box lunch provided.

Registration Contact: Katie Bohocky/Association Management, Inc.

[aminc2@comcast.net](mailto:aminc2@comcast.net)

253.265.3042 or toll free 1.877.460.5880

### Overview

Managers need to speak the language of business. Money talks - and you need upper management to listen. Learn how to communicate the fiscal importance of facilities to executive management and influence decision-making. This course will teach you how to become a player instead of an observer in the organization's top-level decision-making processes.

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### Learning Objectives

#### **Finance Part 1: Introduction to Corporate Finance.**

Participants will master basic financial management tools, create basic financial management/analysis spreadsheet templates and then apply them to specific needs of the typical facility manager. Objectives include:

- Define purpose and functions of a corporation
- Understand economic profit and how corporations create wealth
- Define corporate finance terminology and present financial information
- Define business trends affecting FMs and understand the PPBEE cycle
- Understand financial principles and practices such as basic accounting concepts and depreciation, T-accounts, and journal entries

#### **Finance Part 2: Financial Reporting and Asset Management.**

Participants will master basic financial reporting, asset management and financial ratios and facilities metrics. Objectives include:

- Understand external financial reporting, the balance sheet, income statement, statement of cash flows, statement of retained earnings, and the annual report.
- Understand the reasons for facilities, acquiring, capitalizing, expensing, disposing of, and impairment of plant annual report. Define tangible and intangible assets and exploring owning versus leasing assets.
- Define and understand financial ratios and analysis.

### **Finance Part 3: Managerial Accounting.**

Participants will master basic managerial accounting principles. Objectives include:

- Understand managerial accounting concepts, working capital, cash, cash flow, depreciation's effect on cash flow, and computing depreciation using several methods.
- Explore and define internal managerial reporting, responsibility centers, their accounting, budgeting and reporting with spreadsheets.
- Understand the definitions and categories of cost, cost accounting, job order costing, process costing, activity-based costing, and unit costing.

### **Finance Part 4: Cost Control, Forecasting, and Budgeting.**

Participant will understand the concepts of Cost Control, Forecasting, and Budgeting through self-study and practice exercises. Objectives include:

- Define and understand avoidance and minimization of cost control
- Explore financial forecasting and its benefits
- Understand the principles, practices, and applications of the operating budget

### **Finance Part 5: The Capital Budget.**

The capital budget will be addressed and participants will be introduced to the principles, practices, budget applications, and development of the capital budget. Objectives include:

- Understand rate of return, marginal cost of capital, capital rationing, useful life, time value of money, compounding, discounting, time zero, the differential concept, and the capital budget risks
- Identify principles of the capital budgeting practices, types of capital budgets, development, costs and benefits of the capital budget as well as after-tax cash flows, depreciation, tax on sale of replaced assets, the accept/reject decision and selecting alternatives for the capital budget process will also be addressed
- Understand and incorporate the capital budget applications comprised of internal rate of return, payback, and profitability index. Determination of the best method and selection criteria will be addressed.
- Develop a capital budget by incorporating the step by step process provided in the lesson.

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IFMA Headquarters also provides this course online:

[View instructions for online version of course.](#)



- **1.5 CEUs**
- **15 CFM Maintenance Points**

## Presented by the IFMA Seattle Education Committee

Event: The Real Estate Competency Course

Date: August 20 & 21, 2010

Location: City of Renton facilities – address available upon registration

Time: 8:00am – 4:30pm

Cost: \$350/IFMA Seattle member \$395/non-member

Professional Development: 15 IFMA Credential Maintenance Points/IACET 1.5 CEUs

Complementary light breakfast and box lunch provided.

Registration Contact: Katie Bohocky/Association Management, Inc.

[aminc2@comcast.net](mailto:aminc2@comcast.net)

253.265.3042 or toll free 1.877.460.5880

### Overview

Managers have found themselves in the center of a new organizational function—managing the company's real estate as an asset. Managers will be called upon to provide real estate expertise whenever your company considers relocating, adding space or disposing of a property. To do this, you need to understand real estate principles and practices. Learn how to plan the acquisition, development and disposal processes; understand how to develop, implement and maintain the real estate master plan; evaluate and recommend actions on options and alternatives to the master plan; and evaluate and recommend actions on development decisions.

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### Learning Objectives

#### Part 1: Understanding the Basics of Real Estate

This part addresses the basics of real estate including formulating an inventory of real estate holdings, understanding highest and best use studies and analysis, the six types of present value pertaining to time value of money and understanding basic depreciation and rules for capital gain taxes. Objectives include:

- Understand highest and best use studies and analysis
- Calculate the six types of present values pertaining to time value of money
- Calculate NPV and IRR when developing investment strategies
- Understand real estate tax laws concerning depreciation and capital gain taxes.

#### Part 2: Leasing, Purchasing, and Selling Real Estate, and the Art of Negotiation

It is important to possess the knowledge to make the lease versus buy decision, describe the process of acquisition, due diligence, describe various lease types, associated costs, and identify the key elements that are generally negotiated in leases. The learner will understand the 26 parts of an agreement and how the lease and purchase agreements are written. Identify the basic types of personalities and understand how to benefit from them during negotiations. Objectives include:

- Learn to make the lease versus buy decision.
- Describe acquiring new real estate using a systematic process

- Understand the use of Due Diligence
- Describe the various lease types and sample lease costs
- Identify the key elements that are generally negotiated in leases
- Interpret and write lease and purchase agreements
- Identify 26 parts of a real estate purchase contract
- Describe the steps involved in disposing of real estate
- Identify the basic types of personalities and how to read personality to your advantage in negotiating contracts
- Explain the principles of negotiating

### **Part 3: The Master Control Files and Support Services**

It is important to be able to identify the contents, and create a real estate master control file. The learner will also create a one-page lease brief and understand how to accurately inventory real estate assets and track performance data, which will aid in improving the overall real estate process. The learner will determine the expectations of stakeholders and understand how to organize and respond to real estate support services requests. Objectives include:

- Appreciate the importance of creating a real estate master control file
- Identify the different types of real estate control files and the contents of the files
- Create a one-page lease brief to be used in creating a real estate control file
- Understand how to accurately inventory real estate assets and track performance data
- Improve the quality of the overall real estate process
- Identify and maintain supporting financial and real estate documentation for tax, assessment, and payment records
- Obtain, monitor assess, and adjust property insurance for each parcel of real estate
- Ensure that the database of the master real estate control file is consistent with space measurements
- Determine expectations of stakeholders who will request services
- Understand how to organize and respond to real estate support services requests

### **Part 4: Real Estate Master Planning**

It is important to understand why the master plan is so important to the success of the organization. The learner will identify stakeholders, both internal and external that are involved in the real estate planning process, understand real estate performance measures and identify methods to determine changes in the market. Objectives include:

- Identify what components go into a real estate master plan
- Explain why a real estate master plan is so important to the success of an organization.
- Identify at least two stakeholders both internal and external that need to be involved in the real estate master planning process
- Understand real estate performance measurements
- Identify methods to determine changes in the market

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