



*Training Course:
Real Estate and Property Management*

*3 - 7 August 2025
Manama (Bahrain)
Fraser Suites*

Training Course: Real Estate and Property Management

Training Course code: MA236082 From: 3 - 7 August 2025 Venue: Manama (Bahrain) - Fraser Suites Training Course
Fees: 4500 € Euro

Introduction

The Real Estate and Property Management training program is designed by Global Horizon Training Center to equip participants with the essential knowledge and practical tools needed to effectively manage real estate portfolios, maximize property value, and deliver high-quality tenant services. As the real estate sector becomes more competitive and client expectations evolve, professionals in the field must adopt strategic, operational, and financial best practices in property management.

This comprehensive 5-day course bridges the gap between theory and practice, focusing on areas such as asset management, lease administration, tenant relations, facility management, financial planning, and regulatory compliance. The program is tailored to meet the needs of property managers, real estate investors, facilities coordinators, and professionals looking to advance in the real estate industry.

Objectives

By the end of this training program, participants will be able to:

- Understand the fundamentals of real estate investment and property management.
- Develop strategies to increase property value and improve tenant retention.
- Implement effective lease and tenant management practices.
- Apply financial tools to evaluate property performance and manage budgets.
- Understand legal, regulatory, and risk considerations in real estate management.
- Optimize facility operations for commercial and residential properties.

Course Methodology

The course adopts a practical, hands-on approach using:

- Expert-led interactive presentations
- Real-life case studies and industry examples
- Group discussions and role-playing
- Checklists and property management templates
- Problem-solving workshops and quizzes

- End-of-course action planning for application at the workplace

Organizational Impact

Organizations whose staff participate in this program will benefit from:

- Enhanced real estate asset performance and property value
- Improved tenant satisfaction and reduced vacancy rates
- Better financial planning, budgeting, and cost control
- Stronger compliance with property regulations and lease management
- Increased operational efficiency in property and facility oversight

Target Audience

This program is ideal for:

- Real Estate and Property Managers
- Facility Managers and Operations Supervisors
- Real Estate Investment Professionals
- Lease and Asset Administrators
- Housing and Maintenance Officers
- Government and Institutional Property Coordinators
- Anyone seeking a career in real estate and property management

Course Outline

Day 1: Foundations of Real Estate and Property Management

- Introduction to real estate market and property types
- Roles and responsibilities of a property manager
- Real estate ownership structures
- Property lifecycle management
- Overview of industry trends and challenges

Day 2: Lease Management and Tenant Relations

- Leasing types and contract structures
- Rent setting and collection strategies
- Tenant selection and screening processes
- Conflict resolution and tenant retention techniques
- Legal aspects of lease agreements and eviction procedures

Day 3: Property Financial Management

- Budgeting and financial planning for property managers
- Understanding NOI Net Operating Income, CAP rates, ROI
- Cash flow analysis and rent rolls
- Service charge reconciliation and expense control
- Asset valuation and investment metrics

Day 4: Maintenance, Facilities, and Risk Management

- Maintenance planning: preventive, corrective, and emergency
- Vendor and contractor management
- Safety, security, and insurance coverage
- Sustainability and energy efficiency in buildings
- Risk identification and compliance with local regulations

Day 5: Strategic Property Portfolio and Performance Management

- Managing a portfolio of multiple properties
- Performance measurement: KPIs and benchmarking
- Real estate marketing and vacancy reduction strategies
- Technology in property management software, CRMs, IoT
- Final group case study and action plan development

Registration form on the Training Course: Real Estate and Property Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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or training@gh4t.com

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to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.