



Workshop on Property Development and Management: Best Practices

February 24 – 28, 2025, 1st Run: Lagos & Port Harcourt

August 18 – 22, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

Like most facets of modern business, the management of property and assets has to meet the same Imperatives of controlling costs and maximizing returns. Therefore, it is imperative that you grasp and optimize your property management skills to ensure you meet the demands of the competitive property market.

Through a comprehensive analysis of best practice techniques, national and international experiences, Individual and group exercises you will be able to focus your management thinking and learn new approaches. Don't miss this opportunity to gain a competitive edge through Best Practice Property Management

For Whom:

This is designed for Property Managers, Property Administrators, Real Estate Managers, Real Estate Consultants, Real Estate Brokers, Real Estate Management Executives, Leasing Managers, Building Managers, Site Managers, Facilities Managers, Building Maintenance Managers, Project Managers, and Contract Managers for Commercial, Residential, Industrial and Governmental Assets

Learning objectives:

At the end of the program, participants will be able to;

- improve their existing property management skills;
- carry out effective site due diligence and research;
- obtain building permits approval from government agency;
- define the role of the property manager;
- work with contractors and consultants;
- develop and implement a property risk management framework;
- control costs whilst maximizing returns; and
- develop lease management processes, from marketing to documentation.

Course Outline:

Day 1: Real Estate Development Process

- Site Selection and Evaluation
- Due Diligence/Research
- Site Investigation Reports/Feasibility Study
- Municipality and Lender Required Reports
- Preliminary Budgets Established (Proforma)
- Purchase Contract Signed

Day 2: Development and Entitlement

- Hiring Architects, Engineers, and Consultants
- Community Outreach and Communications
- Municipality Submittal and Review
- City Entitlement Process

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Pre-Construction Coordination
- Construction Drawings/Plan Submittal
- Finalize Budget
- Building Permits Approval
- Close of Escrow

Day 3: Construction and Tenant Turnover

- Overall Construction Coordination
- Pre-Construction Meeting
- General Contractor Mobilization
- Survey Staking, Earthwork, Pad/Foundation
- Building Construction
- Interior Work, On-Site Work, Off-Site Work
- Inspections
- Construction Close-out
- Certificate of Occupancy
- Tenant Move-in

Day 4: Property Management

- Property management: Overview
- Defining the role of the property manager
- Duties, responsibilities, scope of management
- Leasing Fundamentals and Lease Management
 - Developing the leasing strategy
 - Lease management processes, from marketing to documentation
 - Managing the fundamental terms of the lease
- Policy creation and procedure
- Technology and administrative controls
 - Enhancing property management using information technology
- Applying OSH management in your property
 - Safe management practices
 - Hazard identification
 - Controlling risks

Day 5: Maintenance Planning and Management

- Principles of maintenance
- Planning and monitoring
- Working with contractors and consultants
- Purchase and inventorying supplies
- Property Risk management
 - How to develop and implement a risk management framework
- Property inspection
- Work order, maintenance requests and logs, task lists
- Do's and don'ts of maintenance
- Typical maintenance problems & solutions

Training Methodology

Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

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