

Manage the Block:

Start an Exciting New Career in Residential Property Management!

The Louisville Apartment Association (LAA) and Louisville Central Community Centers (LCCC) have partnered together to create a Diversity Workforce Development Program for Property Management Careers. This program will provide the basic knowledge and skills for individuals to get started in a new career in Property Leasing and Property Maintenance.

The training program will consist of 2 parts, the first part covers the basic skills needed for any career in Residential Property Management and the second part will allow individuals to take specialized courses in either Property Leasing or Property Maintenance.

Program Schedule: Virtual Classes Start on Nov 9th, 2020 (Classes will be held virtually via ZOOM at 5:30pm)

Part 1: The Basics

- **Monday, Nov 9th:** Property Management
- **Wednesday, Nov 11th:** Fair Housing
- **Thursday, Nov 12th:** Business Etiquette
- **Monday, Nov 16th:** Customer Service
- **Wednesday, Nov 18th:** Dress for success & Ethics
- **Thursday, Nov 19th:** Time management

Part 2: Pick A Specialization



Leasing Track: Apply sales skills to recruit residents and match them with the right housing for their needs and budget.

- **Monday, Nov 30th:** Marketing and advertising
- **Wednesday, Dec 2nd:** Sales Process (Part 1)
- **Monday, Dec 7th:** Sales Process (Part 2)

**Limited Spots Available!
Register ASAP!**



Maintenance Track: Prepare apartments for new residents, make repairs, and perform upkeep to make the community.

- **Monday, Nov 30th:** Apartment make ready process
- **Wednesday, Dec 2nd:** Hands on electrical
- **Monday, Dec 7th:** Hands on plumbing
- **Wednesday, Dec 9th:** Intro to HVAC
- **Monday, Dec 14th:** Hands on appliance
- **Wednesday, Dec 16th:** Mold Awareness

Register online at:

<https://lcccnews.zoom.us/meeting/register/tZYtde-vqzgoGdyC6Yj9ikymEamNkNDkpnMS>

At the end of this training program, participants will have the skills and basic requirements to qualify them for a career in either Property Leasing or Property Maintenance.