

Allison D. Mooney
Seminars & Course Offerings
Mooney, Inc.

1. **Creative Listing Strategies.** Need to brush up your listing and presentations skills? Participants learn a series of tried and true listing techniques that will work in any market.
2. **Staging a House for Sale.** Seller's need to know how to put their property on the market & be in the best negotiation position. Participants will be able to help their sellers do just that by attending this course.
3. **New Home's Construction.** From wanting to learn effective ways to work with builders, to working with on-site agents, & learning the "building industry" language, you'll find it in this course. Participants leave with ways to add new homes construction opportunities to their sales-ability.
4. **Fair Housing.** Participants need this course to keep up to date on requirements and fair housing news. Includes national and local guidelines.
5. **Legal & Legislative Issues:**
 - a. **Code of Ethics.** *Approved for National Association of REALTORS® & Maryland Real Estate Commission* continuing education requirements.
 - b. **Do You Know Your Responsibilities?** Comprehensive review of section 17.322 of the MD Real Estate Law.
 - c. **Be The Best Office Manager/Broker You Can Be.** A must have for those who need to provide "adequate supervision" to real estate agents.
 - d. **Understanding the Needs of Your Client.** Learn how to educate your client about: Disclosures, contracts, and the home buying, home selling processes.
6. **Be There On Time for EVERYTHING!** Do you suffer from "too much to do without enough hours in the day"? Sign up for this course! You'll learn to prioritize your responsibilities, meetings, duties, personal time, everything you need to manage your time effectively and efficiently. NOTE: This course may also include "**Hand In Hand**" if you would like. If you're forgetting to live and keep your priorities straight this is a nice add on? Put you & family first, & business second & still continue be very successful. This topic compliments Time Management or Business Planning.
7. **Business Planning.** Whether you're just starting out or considered an old-pro we can all use help with this important area of our life. Participants will learn how to prepare a business plan & get organized in the process.
8. **Instructor Development Workshops.** Looking for a way to increase and develop your instructor base? This is the course for you. From potential instructors preparing to go forth and teach or for your experienced cadre. This course helps develop presentation skills, the use of power point, and skills necessary for today's presenters.
9. **Coaching.** Personal and business coaching available.
10. **Office Sensitivity Training.** Make sure your office is in compliance and up to date with the following: The facts & myths of sexual harassment, the how tos' of accomplishing proper office etiquette, the adequate understanding of general office do's and don'ts and working with all the personnel in an office.

Have a request? Let me know and we'll put our heads together to develop something that will fit your educational needs.

Thank you so much for considering me as an instructor. I know you have many trainers to choose from so I appreciate you thinking about me!

Allison D. Mooney, CRS, GRI

Instructor & Real Estate Broker

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