

# PROPERTY TRAINING

Our training for not-for-profits helps ensure ensuring property is a boost, not a burden to your organisation. We use an interactive approach to consider individual circumstances and buildings. In the last 12 months, attendees have reported that as a result of our training they have saved time and money, increased levels of confidence, and are building more sustainable and resilient organisations. We offer:

- Information and resources on how to plan ahead and avoid pitfalls on issues such as leases, property management, saving money on your property.
- Assistance for individual organisations with crisis point concerns. Past examples include eviction, roofs collapsing and dilapidations bills larger than the charity's reserves.
- Access to local property professionals willing to give pro-bono and heavily discounted advice for ongoing issues.
- After attending a Local Property Event, organisations can also follow up their queries with a Foundation Property Adviser.

## SAVING MONEY ON PREMISES COSTS

Running a building can be a real drain on an organisation's finances, and in tough financial times it can be even more difficult to make ends meet with regard to your premises. Learning how to save money and generate income is an essential part of your property knowledge that can really boost your balance sheet.

This course covers a wide range of topics to look at saving money and bringing in income from your premises in a variety of ways. We cover:

- Finding the right premises for your organisation – and its budget
- Negotiating the best possible deal
- Managing and maintaining your premises to save costs
- Letting to others
- Saving by being green

# NEGOTIATING LEASES

Negotiating a lease on a new premises or your current building can be a very daunting task. Full of legal jargon and long clauses, your average lease document is not easy to understand. When negotiating terms with your landlord, you'll want to ensure the best possible deal is reached and your rights are protected, but this can be very difficult without the proper support.

This course is designed to give you confidence, boost your property knowledge and ensure you have the tools you need to get the best possible agreement for your organisation. We cover:

- The negotiation process
- Types of agreement – lease vs licence
- Heads of Terms – what do they mean?
- Common problem areas, such as rent review, break clauses
- Reviewing or terminating your lease

# PROPERTY MANAGEMENT FOR NON-PROPERTY MANAGERS

For many charities, managing their premises is something a member of staff does on top of their day job. Without the resources to employ a facilities management team, managing a building can be a headache – and bad management can lead to high costs, unexpected problems and even risks to the viability of your organisation itself. Our latest Charity Property Matters survey (carried out in partnership with the Charity Commission), showed that 48% of charities have recently experienced problems with unforeseen maintenance costs.

This training is designed to give a jargon free, accessible introduction and overview of the basics of managing a building. We cover:

- Saving money on your premises costs
- Planning maintenance effectively
- Building management processes
- Compliance
- Legal issues
- Risk assessment
- Greening your workplace
- Managing tenants

# WHAT OUR ATTENDEES SAY

'Very informative and enlightening'

'It brought home the importance of premises, both as an asset and a liability. I go away with a list of things to follow up on!'

'A very stimulating day'

'Friendly, approachable, knowledgeable session leaders'