



EXPRESS TO SUCCESS | WEEK ONE

MONDAY

Start time - End time	Subject	Instructor
10:00am - 11:20am	1 Company Philosophy & History	Mark Dilbeck, President
11:20am - 11:30am	10 Minute Break	
11:30am - 12:00pm	1 Company Philosophy & History - (Cont'd)	Mark Dilbeck, President
12:00pm - 12:15pm	2 Related Business Introduction	Mike DeGrandis - Orange Coast Title, Kirk Dilbeck - Inter Valley Escrow, Mike Mulgrew - Partners United Financial
12:15pm - 01:15pm	Lunch Break	
01:15pm - 02:30pm	11 Title	Mike De Grandis, Orange Coast Title
02:30pm - 02:40pm	10 Minute Break	
02:40pm - 03:55pm	12 Mortgage	Mike Mulgrew, Partners United Financial
03:55pm - 04:05pm	10 Minute Break	
04:05pm - 04:35pm	5 Commercial & Operation Keys for Heroes Introduction	Juan Carlos Argueta, Manager-Dilbeck Commercial Real Estate Division, Program Leader-Operation Keys for Heroes
04:35pm - 05:00pm	5 Relocation Services	Sarah Gould, Relocation Coordinator

TUESDAY

Start time - End time	Subject	Instructor
01:00pm - 03:00pm	7 Listing Contract, Case Study & Marketing the Listing	Laurie Biernacki, Pasadena, San Marino, Glendora, Branch Mgr.
03:00pm - 03:15pm	15 Minute Break	
03:15pm - 03:45pm	7 Listing Contract, Case Study & Marketing the Listing (Cont'd)	Laurie Biernacki, Pasadena, San Marino, Glendora, Branch Mgr.

WEDNESDAY

Start time - End time	Subject	Instructor
10:00am - 12:00pm	8 Open Houses and Door Knocking	Pam Heiberg, Recruiting Liaison
12:00pm - 01:00pm	Lunch Break	
01:00pm - 03:00pm	9 Seller Disclosures	Eric Benz, La Canada, Sales Manager
03:00pm - 03:15pm	15 Minute Break	
03:15pm - 03:45pm	9 Seller Disclosures (Cont'd)	Eric Benz, La Canada, Sales Manager

THURSDAY

Start time - End time	Subject	Instructor
10:00am - 10:30am	10 kvCORE Setup and Platforms Setup	Kim Grisanti, kvCORE Admin and MarTek
10:30am - 11:30am	Marketing & Luxury Overview	Tamia Scott, Director of Marketing
11:30pm - 11:45pm	10 15 Minute Break	
11:45pm - 12:15pm	Tech Platforms & Tools	Tamia Scott, Director of Marketing
12:15pm - 01:15pm	Lunch Break	
01:15pm - 02:15pm	Social Media	Ashley Ray, Lead Digital Marketing & Social Media Specialist
02:15pm - 02:30pm	15 Minute Break	
02:30pm - 03:45pm	10 CRM & Website Overview	Ashley Ray, Lead Digital Marketing & Social Media Specialist
03:45pm - 04:00pm	15 Minute Break	
04:00pm - 05:00pm	10 CRM & Website Customization Setup	Kim Grisanti, kvCORE Admin and MarTek

FRIDAY

Start time - End time	Subject	Instructor
10:00am - 11:00am	13 Legal Aspects	Mona Rose, Legal Counsel
11:00am - 11:15am	15 Minute Break	
11:15am - 12:45pm	14 Working your Sphere & Establishing Online Presence	Stacy Petrossian, Glendale Sales Manager
12:45pm - 01:45pm	Lunch Break	
01:45pm - 02:45pm	15 Leases, Probate, Trust, Short Sales	Pascal Angelini, Burbank, Sales Manager
02:45pm - 03:00pm	15 Minute Break	
03:00pm - 04:00pm	15 Leases, Probate, Trust, Short Sales	Pascal Angelini, Burbank, Sales Manager

EXPRESS TO SUCCESS | WEEK TWO

MONDAY

Start time - End time	Subject	Instructor
10:00am - 12:15pm	16 Buyer Representation Agreement/ Selecting & Showing Property/Handling Objections	Shannon Cistulli, Burbank, Encino, Glendale Branch Manager
12:15pm - 01:15pm	Lunch Break	
01:15pm - 03:00pm	17 Residential Purchase Agreement, Attachments & Buyer Disclosures	Susan Lindsey, Santa Clarita, Branch Manager w/Barry Jones
03:00pm - 03:15pm	15 Minute Break	
03:15pm - 04:45pm	17 Residential Purchase Agreement, Attachments & Buyer Disclosures	Barry Jones, La Canada, Branch Manager w/Susan Lindsey

TUESDAY

Start time - End time	Subject	Instructor
01:30pm - 03:00pm	19 Case Study & Presenting the Offer	Merilee Iverson, Westlake, Camarillo, Branch Manager
03:00pm - 03:15pm	15 Minute Break	
03:15pm - 04:45pm	19 Case Study & Presenting the Offer (Cont'd)	Merilee Iverson, Westlake, Camarillo, Branch Manager

WEDNESDAY

Start time - End time	Subject	Instructor
10:00am - 11:20am	20 Negotiations	Chuck Lech, Designated Broker
11:20am - 11:30am	10 Minute Break	
11:30am - 01:00pm	20 Negotiations (Cont'd)	Chuck Lech, Designated Broker
01:00pm - 02:00pm	Lunch Break	
02:00pm - 03:15pm	21 Reviewing the Offer - Counter Offer and Negotiations - Choosing Affiliates (Cont'd)	Brian Reed, La Canada, Sales Partner
03:15pm - 03:25pm	10 Minute Break	
03:25pm - 04:30pm	21 Reviewing the Offer - Counter Offer and Negotiations - (Cont'd)	Brian Reed, La Canada, Sales Partner

THURSDAY

Start time - End time	Subject	Instructor
10:00am - 12:00pm	22 Bio Profile Book (and Headshot Reminder)	Sarah Moore, Pasadena, Sales Manager
12:00pm - 01:00pm	Lunch Break	
01:00pm - 02:30pm	23 Escrow	Bruce Ladd/Erik Okland, Inter Valley Escrow
02:30pm - 02:45pm	15 Minute Break	
02:45pm - 04:00pm	24 Overview of Escrow process from beginning to end including Contingencies etc.	Carol Ann Walls-Sandell, Glendora, Sales Manager
04:00pm - 04:10pm	10 Minute Break	
04:10pm - 04:45pm	24 Overview of Escrow process from beginning to end including Contingencies etc. (Cont'd)	Carol Ann Walls-Sandell, Glendora, Sales Manager

FRIDAY

Start time - End time	Subject	Instructor
10:00am - 11:20am	25 Business Planning, Calendar & Development, Budget Development	Stella Balasanian, Company Coach
11:20am - 11:30am	10 Minute Break	
11:30am - 12:30pm	25 Business Planning, Calendar & Development, Budget Development (Cont'd)	Stella Balasanian, Company Coach
12:30pm - 01:30pm	Meet & Greet and Congratulatory Reception	Various Managers