

ASSET MANAGER CERTIFICATION

- ***Are you Ready for HUD's New Asset Based Management System?***
 - ***Need to obtain NEW Skills?***
 - ***Need to REFRESH the old ones?***
 - ***Need to understand the New Roles for Agency Staff?***
-

Then you NEED the Asset Manager Certification Class

Earn 3 Certifications in a single week*

**Must pass a comprehensive competency test on the last day*

Asset Manager (ASM), Public Housing Manager (PHM), Manager of Housing Maintenance (MHM)

Dates: January 7-11, 2008

Time: Registration: 8:00am

Class: 8:30am-4:30pm

Place: St. Marys Housing Authority

501 W. Church Street, St. Mary's GA

Price: \$795.00

Class size limited to the first 20 registered and paid persons

All ASM Candidates Receive

A Printed Handbook and CD with information that includes HUD Regulations, Software and Forms and Samples

YOUR TRAINER

Bernard J. Morosco, SPHM,PHM,CMH,CMM,COS,CIE, CMR

Mr. Morosco brings to class over 20 years experience in the housing field in both the Public and Private sectors. Working in property management and human resources for several medium and large Housing Authorities and Non-Profits, managing annual budgets as large as 27 million dollars. He has also served as an Executive Director of two non-profit housing organizations managing several hundred low income housing and a 3 county homeownership program.

An accomplished grant writer, Mr. Morosco has written and administered over 12 million dollars in a variety of grants and proposals including HOME and CDBG, and has provided consulting services for local and state housing programs in several northeastern states.



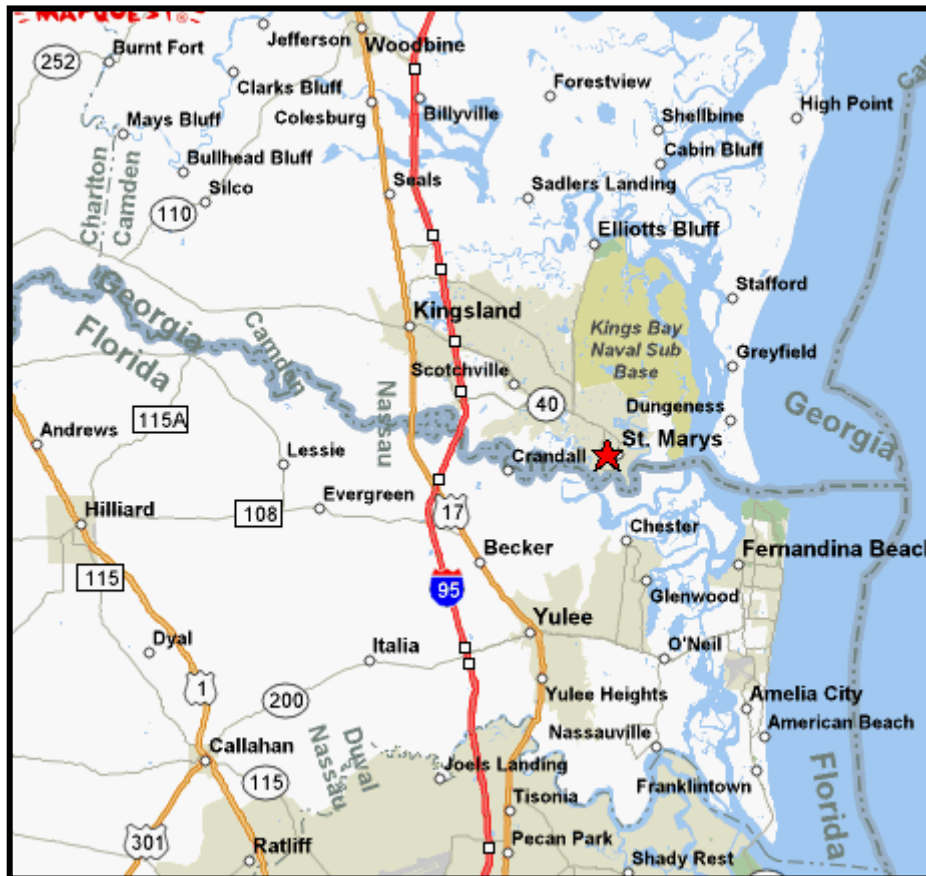
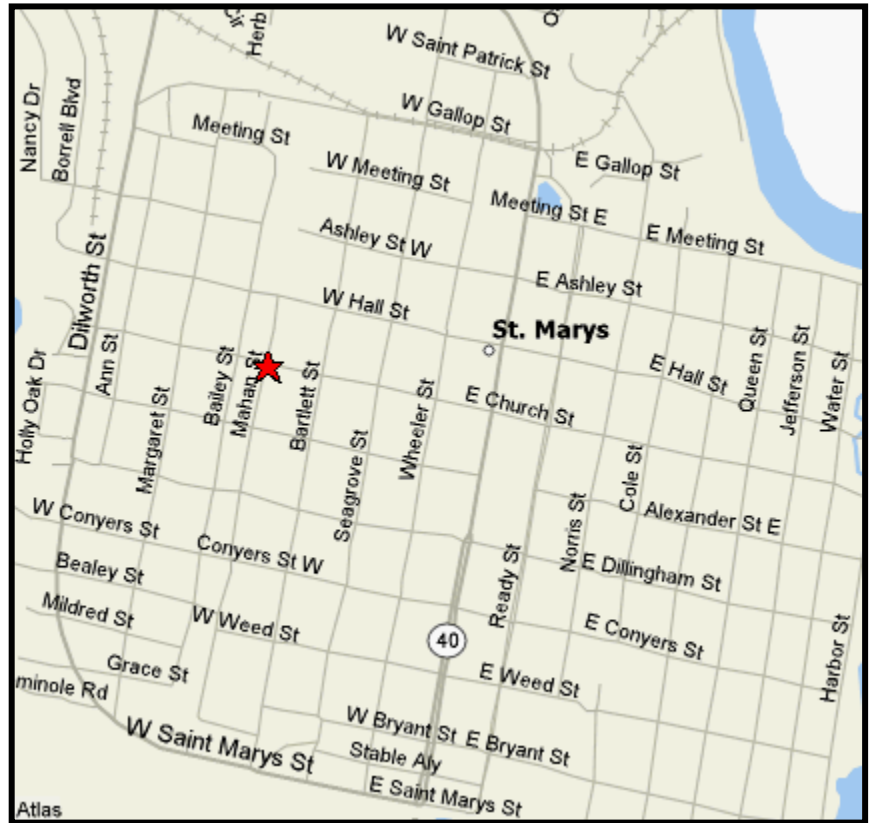
Since 1996 Mr. Morosco has run a consulting service that focuses on a variety of housing related issues to assist organizations in achieving their mission and goals. Since 2003 he has held over 200 classes of training in a variety of housing subjects training over 3,500 persons. He holds a B.A in History/Government from Columbia College and is currently pursuing a MS/MBA degree in Public Administration and Non-Profit Management

DIRECTIONS TO ST. MARY'S GEORGIA

I-95 EXIT 2 (Kingsland)
Take 40 East
501 W. Church St. St. Marys,
GA 31558 (912) 882-5705

Hotel List

- | | |
|---|----------------|
| Peachtree Inn
1375 Hospitality Ave.
Kingsland, GA | (912) 882-8200 |
| Country Inn & Suites
135 The Lakes Blvd.
Kingsland, GA | (912) 576-1616 |
| Hampton Inn
Hwy 40 East
Kingsland, GA | (912) 729-1900 |



REGISTRATION FORM

ASSET MANAGE CERTIFICATION TRAINING

Location: St. Mary's, Georgia
Dates: January 8-12, 2007
Trainer: Bernard J. Morosco

Please Print or Type your name as it would appear on the certificate

Mr./Mrs. _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____

E-mail address: _____

Mr./Mrs. _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____

E-mail address: _____

Bernard J. Morosco
1603 Girard Street Utica, NY 13501-3305
ph: (315) 794-0825 fax: (425) 962-5854
bernie1603@aol.com
www.morosco.org

PAYMENT MUST BE MADE PRIOR TO CLASS START DATE UNLESS SPECIAL
ARRANGEMENTS ARE MADE WITH TRAINER.
MAKE CHECKS PAYABLE TO BERNARD J. MOROSCO

New Class

Asset Manager Certification

Earn 3 Certifications at the Same Time

*Asset Manager (ASM) Public Housing Manager (PHM)
Certified Maintenance Manager (CMM)*

Who Should attend?

This class is for those new as well as seasoned Housing Maintenance and Management staff as well as Executive and Mid-level managers

This class is a 5 day intensive training designed to arm you with the most effective tools and knowledge needed to run your properties in a manner that will maximize occupancy and minimize cost. Asset Manager training envelopes the four cornerstones of running a housing property (Maintenance, Management, Community and Finance). This intensive seminar is taught in a group setting and designed to teach the different aspects of asset management. You will learn how to plan operating expenses, Capital planning and portfolio management

Registration starts at 8:00am on Day One, class begins promptly at 8:30am

OCCUPANCY

Marketing, Property Preparation, Application Process, Waiting List, Eligibility, Selection, The Lease, Resident Files, Move-In, Collecting Rent, Charging for Services

Day One (8:00am - 4:30pm)

AM..... Registration. Objectives, Expectations
Introductions, Table Formation, Case Study
Introduction, Roles and Responsibilities of the
Asset Manager / Personality Test,
OCCUPANCY

PM..... OCCUPANCY (Continued)

Day Two (8:30am - 4:30pm)

AM..... OCCUPANCY (Continued),
THE COMMUNITY RELATIONSHIP
PM..... THE COMMUNITY (Continued)

Day Three (8:30am - 4:30pm)

AM..... MAINTENANCE
PM..... MAINTENANCE

Day Four (8:30am - 4:30pm)

AM..... MAINTENANCE, FINANCE/BUDGETING
PM..... FINANCE/BUDGETING (Continued)

Day Five (8:30am - 4:30pm)

9:30 – 12:30: Final Examination

COMMUNITY

Resident Relationships, Quality of Life, Resident Complaints, Resident Groups, Security, Emergencies, Key Control, Resident Transfers, Termination, Vacant Units

MAINTENANCE

Overview of Maintenance, Management System, Managing the Work, Time and Cost, Scheduling and Prioritization, Inventory Control, Maintenance Finance, Maintenance Personnel, Monitoring the Work

FINANCE/BUDGET

Creating a detailed and accurate budget, Understanding basic finance terminology, anticipating actual income and expenses for current year, Analyzing positives and negatives, Cost Effectiveness, Planning Physical Improvements, Justifying Budget Decisions, Reading a balance sheet and its relationship to income and expenses

MASTER THE 4 CORNERS OF ASSET MANAGEMENT



BERNARD J. MOROSCO

Consulting, Training & Inspection Services
1603 Girard Street, Utica, New York 13501-3305
PHONE (315) 794-0825 • FAX (425) 962-5854
bernie1603@aol.com
www.morosco.org

Case Studies and Role Playing – Who says education can't be fun? Participants interact with each other in a simulated apartment complex to address the demands of the ownership, the cost of operating an efficient facility, and the challenges posed by some difficult residents. Through role playing, participants discuss eviction and other sensitive issues with "residents". A wide variety of mock crises are resolved through the collaborative efforts of participants.

Four Quadrant Planning and Change Model – Participants critically compare and contrast data and plot a path toward resolution or improvement using a unique Four Quadrant Model. The course takes you step-by-step through the process of identifying problems, assigning probable causes to those problems, creating quantifiable goals, and setting specific actions to achieve those expressed goals.