



Circular No.: SA/112/0609/v1
SCAL Academy Workshop

ASSET MANAGEMENT THE CORE SKILLS OF AN ASSET MANAGER

Organised by



SCAL ACADEMY

20 August 2009 (Thursday), 10.00am to 6.00pm

INTRODUCTION

Property managers today work hand-in-hand with asset managers and often serve as asset managers themselves. Therefore, you need to understand the asset manager's role, function, and place in real estate and business. This course will detail the role and responsibilities of an asset manager, as well as provide you with the skills to fulfill this position.

You will learn to develop an asset management plan, including appropriate human, physical, and financial resources. You will learn about the measurement of financial objectives, including audits and reasons for them. You will gain an understanding of property acquisition, disposition, and evaluation of troubled property alternatives.

OUTLINE

This workshop provides a basic understanding of the roles and the core skill an Asset Manager. The programme will include presentations, discussions, group activities and the opportunity to ask questions on every aspect of Asset Management practice.

At the end of the workshop, delegates will get to gain:

- A broader understanding of the Asset Management profession
- Insight into the roles of Asset Management function
- Acquire the knowledge of
 - ✓ Developing an asset management plan
 - ✓ Formulating sound financial strategies
 - ✓ Consistently Monitoring asset performance
 - ✓ Managing financial strategies, including estimating and cost justification
 - ✓ Following guidelines for budgeting staff and operating costs, and for tracking performance

FOR WHOM INTENDED

To all specialist and professionals in the construction and building industry, who have an intention of pursuing a career in the real estate and property, asset management and facilities management industry.

ABOUT THE TRAINERS

Dr. Keow has more than fifteen (15) years of experience in the local and regional property & facility management and information technology sectors. A full time lecturer, he had also served in other public and private organizations in Singapore.

Registration Form

Please fill in print or type clearly on form below, & return your completed form details to:

(Form may be copied for additional participants)

SCAL Academy Pte Ltd
No. 5 Jurong West Avenue 5
Singapore 64948

Fax: 6793 4401 (Attn: Ms. Vanessa Low)

E-mail: vanessa@scal.com.sg

SCAL Academy Workshop on: **ASSET MANAGEMENT – “THE CORE SKILLS OF AN ASSET MANAGER”**

Date: Tuesday, 20 August 2009

Time: 10.00am - 6.00pm

Venue: Construction House, 1 Bukit Merah Lane 2, Singapore 159760.

Please register the following person(s) for the above workshop:

Name : _____
(in BLOCK LETTERS)

Designation: _____

Name : _____
(in BLOCK LETTERS)

Designation : _____

Name of Company : _____

Address of Company : _____ Postal Code : _____

Contact Person : _____ Tel : _____ Fax : _____ E-mail: _____

Enclosed is a crossed cheque no : _____ for S\$ _____

(crossed, marked “account payee only” & made payable to **SCAL Academy Pte Ltd**, No.5 Jurong West Ave 5, Singapore 649485) being registration fee for _____ person(s).

Fees per participant (please tick accordingly):

- | | |
|--|-----------------------------|
| <input type="checkbox"/> SCAL Associate/Ordinary/SLOTS Member | \$160.50 (\$150 +7%) |
| <input type="checkbox"/> CIJC Member: Pls <i>circle</i> - (ACES, IES, REDAS, SIA, SIBL, SISV, SPM) | \$171.20 (\$160 +7%) |
| <input type="checkbox"/> None of the Above | \$181.90 (\$170 +7%) |

Inclusive of: GST, lunch, refreshment & workshop materials.

Agreement & Disclaimers:

By registering for the above workshop, I hereby affirm that I understand & agree to the following:

* Seats are limited, registration is on a first-come-first-served basis, upon receipt of registration form, unless notified otherwise.

* Walk-in participants will only be admitted on the basis of availability & full payment before attending the workshop.

* A confirmation letter will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of workshop, I will contact them @ 6793 9020.

* The full registration fee is payable before **20 August 2009**

* Written notice of replacement or withdrawal is required & is accepted up to 03 working days prior to workshop start, otherwise full workshop fee will be charged.

* "No-show" will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).

* Trainer & topic are correct at the time of printing. SCAL Academy reserves the right to substitute trainer & cancel or alter the content & timing of the workshop for reasons beyond its control.

Applicant Signature: _____ Date: _____

