

M-310

management company administration

Learn how to run your business more successfully.

This course helps you build the skills and knowledge to increase the efficiency and effectiveness of a community association management company. It explains how to apply the principles of organizational theory to set up and operate the business. You'll also learn how to market services, manage and train staff and develop additional sources of income. Topics include:

- Benefits and challenges of starting a management company
- Creating and managing budgets
- Management ethics
- Drafting and pricing management contracts
- Finding qualified personnel

COURSE MATERIALS

Participant guide and flash drive

COURSE LENGTH

2 days | 9 a.m.–5 p.m. both days

TUITION

CAI manager member: \$445 | Nonmember: \$545

CONTINUING EDUCATION CREDIT

M-310 meets requirements for PCAM redesignation and is approved for 16 hours of continuing education for CMCA recertification. Visit www.camicb.org for details.

For information on continuing education for state licenses, visit www.caionline.org/managerlicensing.

ADVANCE REGISTRATION IS REQUIRED

Visit www.caionline.org and register for this course online.

Register online four weeks ahead and receive a \$25 discount.

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