



REAL ESTATE INDUSTRY ASSOCIATION OF PNG

Training - Course Outline

Introduction to Property Management

A foundation module covering the principles, responsibilities, and operational framework of property management in PNG.

Topics:

Role of the Real Estate Industry Association of PNG
Introduction to Property Management
Role of the Property Manager

Duration: 1 day

Fees: To be advised

Residential Property Management

Focused training on the effective management of low-rise and high-rise residential assets, including tenancy management, managing repairs and maintenance, risk mitigation, and best-practice processes.

Topics

Property Management Systems
Role and Expectations of a Property Manager
Starting a Tenancy
Routine Inspections
Routine Maintenance
The Critical Role of Documentation

Duration: 1 day

Fees: To be advised



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Business Owners & Managers

A leadership module designed for principals, licensees, and senior managers, focusing on cloud based-business accounting, business ethics, trust accounting, legal frameworks, governance, risk management, team leadership and employment management, compliance frameworks, and strategic business growth.

Topics

Your Role in the Real Estate Industry
Real Estate Business and Property Management Systems
Understanding Landlord and Investor Expectations
Business Risk
Legal Parameters for Real Estate Business
Why Ethics Matters
Conflicts of Interest
Business Structures and Development

Duration: 1 day

Fees: To be advised

Commercial & Industrial Property Management

An insight into managing commercial offices, industrial facilities, warehouses, factories, and mixed-use buildings, with emphasis on leasing, tenancies, maintenance, documentation, and stakeholder communication.

Topics

Key Roles in Managing Commercial and Industrial Property Management
Understanding Commercial and Industrial Client Expectations
Managing Client and Tenant Relationships
The Critical Role of Documentation
Commercial and Industrial Leasing Practices in Papua New Guinea
Repairs and Maintenance Planning
Risk Management
Managing Conflicts

Duration: 1 day

Fees: To be advised



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Facilities Management

Practical guidance on Facilities Management in Papua New Guinea involves the professional oversight of buildings, infrastructure, and services to ensure functionality, efficiency, and safety. It includes hard services (physical assets like shopping centres, commercial, government buildings etc) and soft services (operations and maintenance) across residential, commercial, industrial, and government properties.

Topics

Relationships within a Facilities Management office
Office and Record Management Systems
Establishing Strong Office Structures and Facilities Management Systems
Core Tenancy Management Documentation
Facilities Management Risks
Budgeting Facilities Management Operations

Duration: 1 day

Fees: To be advised