



5301 North Trenholm Rd * Suite A * Columbia, SC 29229 *(803) 386 – 8028



CONTINUING EDUCATION HOURS SCHEDULE

Time Management & Effective Communication

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flip from one task to another, trying to get everything done. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people. In addition to how you can effectively communicate with your clients to convey both positive and negative information.

When: **November 13th**

Time: 9:00 am – 4:00 pm (1 hr. lunch on your own)

Where: **Cecil A. Tillis Center
2111 Simpkins Lane
Columbia, South Carolina**

Cost: \$100

CEUs: 6 credit hours

Do You Have IT? Effectively Using Information Technology in Your Business

With the ever-changing world of technology, many organizations may not have or use IT to their advantage. In this half day session, get exposed to numerous applications and tools to assist you in improving your productivity, organizing your day to day operation and measuring your progress.

When: **November 14th**

Time: 9:00 am – 4:00 pm (1 hr. lunch on your own)

Where: **Cecil A. Tillis Center
2111 Simpkins Lane
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Cost: \$100

CEUs: 3 credit hours



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Financial Management/ Credit Report Analysis

FINANCIAL MANAGEMENT: This highly interactive course provides homeownership counselors and other real estate professionals with proven and effective financial management and financial education techniques. This course will explore the following:

- Budgeting Planning
- Recordkeeping
- Prioritizing Financial Goals
- Savings Plans
- Investment Plans
- Insurance
- Financial Safeguards

A special section to this one day workshop includes *Credit Report Analysis*. Participants will be equipped with the knowledge and skill to accurately analyze credit profiles and determine the impact of consumers' payment history on modern credit scoring models. Through various credit samples and interactive exercises, participants will learn how to analyze and interpret various credit files. New and experienced counselors who are looking for proven methods to help their clients produce measurable results should register for this course.

When: November 18th

Time: 9:00 p.m. – 4:00p.m. (1 hr. lunch on your own)

**Where: Cecil A. Tillis Center
2111 Simpkins Lane
Columbia, South Carolina**

Cost: \$100

CEUs: 6 credit hours

Real Estate Math/Housing Affordability

REAL ESTATE MATH: This entry-level course introduces the key components of real estate finance. Learn basic real estate terms and principles of financing real estate. Participants will benefit from a measured teaching pace and style that appeal to a broader range of learning types and abilities. Workshop participants will learn how to accurately calculate monthly mortgage payments, maximum loan amounts, accrued mortgage interest, and lending ratios (i.e. DTI, LTV, FR, BR). This course is ideal for practitioners who are either new to real



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estate finance, or for those who may need to “brush-up” on their mortgage calculation skills. Calculators are needed for this one-day course.

When: **November 19th**

Time: 9:00 p.m. – 4:00p.m. (1 hr. lunch on your own)

Where: **Cecil A. Tillis Center
2111 Simpkins Lane
Columbia, South Carolina**

Cost: \$100

CEUs: 6 credit hours

New Housing Counseling Requirements

New Requirements for Housing Counseling Certification: This breakout session will discuss the emerging and new requirements for Housing Counseling Certification. Any agency with staff that provides housing counseling services and receives federal funds should attend this session. The impact of the new requirements and the six core competencies covered on the certification test will be generally discussed.

When: **December 4th**

Time: 9:00 p.m. – 4:00p.m. (1 hr. lunch on your own)

Where: **Cecil A. Tillis Center
2111 Simpkins Lane
Columbia, South Carolina**

Cost: \$100

CEUs: 6 credit hours



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Registration Form

Yes! I would like to attend the following session. Check one below:

- Time Management: Get Organized for Peak Performance – November 13th - 9am -4:00pm - \$100**
- Do You Have IT – Effectively Using Information Technology (IT) in Your Business – November 14th - 9am-4:00pm - \$100**
- Financial Management/Credit Report Analysis – November 18th - 9am-4:00pm - \$100**
- Real Estate Math/Housing Affordability- November 19th – 9am – 4:00pm - \$100**
- New Housing Counseling Requirements- December 4th – 9am – 4:00pm - \$100**

Register at www.gaisc.org or mail payments as directed below.

- Workshops are **full day** from 9:00 a.m. until 4:00 p.m. or **half day**, 9am-12pm or 1pm -4pm.
 - Cost: \$100.00 per person full day and \$50.00 per person for half day sessions.

Please Choose Your Payment Method:

Card Type: (circle one) AMEX * VISA * MASTERCARD * DISCOVER

Name: _____ Organization: _____
 Email: _____
 Billing Address: _____
 Card Number: _____ Exp Date: _____
 Card Name: _____ CV Code: _____
 Phone Number: _____ Total Charge: _____

Signature: _____
 (My signature indicates my approval to charge my credit card if I have selected that form of payment.)

Names of Attendees: _____

Fax to (866) 477-9143

Mail Checks made payable to: Global Alliance, Inc. PO Box 290956, Columbia, SC 29229