

**New Agent Training Syllabus**

* **Navigating FLEX**: MLS Basic Search/Forms
* **Saved Search Templates & Saved Subscriptions**
* **Creating Momentum in YOUR Business: Don’t be an Undercover Agent**
	+ Sphere of Influence
	+ Facebook
	+ E-Newsletters
	+ Farming
* **Agency Relationships**
* **Creating CMA’s**: (and How to Present Them)
* **Buyer Consultation**
* **Purchase Agreement:** (and Supporting Forms)
* **Tasks of a Buyer Agent**
* **Listing Agreement:** (and Supporting Forms)
* **Other Listing Activities**
	+ Photos
	+ Measuring
	+ Marketing
* **I have an Accepted Offer!** (**…**Now What?)
	+ Inspections
	+ Financing, Appraisal
	+ Title Commitments
* **Clear to Close!** (...Now What?)
	+ Understanding the Settlement Statement
	+ Tax Prorations
	+ Closing Documents
* **Using the Home Warranty**
* **Title 101**
* **Using EXIT’s Resource Center**
	+ How To’s of Sponsoring & Growing your Residual
	+ Expert Marketing Suite
	+ Presentations, Listing and Buyer
	+ Mobile Business Cards
	+ GeoLocation sign riders
	+ Get EXITized!
* **Dropbox**
* **Useful Apps**
	+ HomeSnap/ShowingTime
	+ Authentisign
	+ Transaction Desk/Templates
* **Ongoing Mentoring/Accountability Groups**
* **Facebook/Social Media Marketing**

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