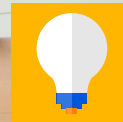


# Commercial leasing - what every tenant should know





# Achieve the best outcomes for your leases.

## Why attend?

People who represent tenants and occupiers in their real estate requirements will be better positioned to make and implement leasing decisions.

## Who should attend?

Anyone from your organisation that makes leasing decisions or manages a lease portfolio including General Managers, Property Managers, Facility Managers, and Lease Administrators.

## What does the course cover?

- The inherent conflict of interest between property owners and tenants
- What tenants need to look out for and what makes for a tenant friendly lease
- Clauses in commercial leases that need tenant scrutiny
- Transaction management, lease management and portfolio planning
- Common leasing and negotiation mistakes that tenants need to avoid

## What will you learn?

- Gain insight into leases and leasing decisions from a tenant perspective
- Develop a keen eye for those lease clauses and lease terms that are critical for a tenant
- See how the lease is the key performance indicator of lease management competence
- Gain insight into lease administration and lease management
- Become familiar with using a cloud-based lease and transaction management application

Date **See event details**

Time **8:30 - 17:00**

Duration **1 day**

Location **See event details**

Cost **\$1195**  
per person inc GST  
Fee includes tuition, teas and lunch

Disclaimer: Lpc Cresa Training workshops are intended to provide training and general information. They should not be relied upon as professional advice.

# Course Program – Day 1

Time	Session	Objectives
8:30	<b>Coffee</b>	
8:45	<b>Welcome and introductions</b>	Introductions and orientation
9:00	<b>The tenant perspective</b> <ul style="list-style-type: none"> <li>• Landlord interests v tenant interests</li> <li>• The balance of power</li> <li>• Shifting the balance of power</li> <li>• The lease is the KPI</li> </ul>	<ul style="list-style-type: none"> <li>• Better recognise the conflict of interest</li> <li>• Understand how to shift the balance of power</li> <li>• Be better equipped to represent the tenant</li> <li>• Treat each lease as a 'KPI'</li> </ul>
9:30	<b>Closer look at a commercial lease</b> <ul style="list-style-type: none"> <li>• Types of commercial leases</li> <li>• Key lease terms and clauses</li> <li>• Gross and net rent and outgoings</li> <li>• Face rent and effective rent</li> <li>• The obvious and less obvious items</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the meaning of key lease terms</li> <li>• Be able to evaluate gross and net rent offers</li> <li>• Understand how to determine 'effective rent'</li> <li>• Be aware of the 'less obvious items'</li> <li>• Be better placed to represent the tenant</li> </ul>
10:30	<b>Tea</b>	
10:50	<b>A tenant friendly commercial lease</b> <ul style="list-style-type: none"> <li>• Key lease terms and clauses</li> <li>• Matching leases and business needs</li> <li>• The obvious items</li> <li>• The less obvious items</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of tenant 'nasties'</li> <li>• Be aware of the 'less obvious items'</li> <li>• Match business needs with lease terms</li> <li>• Be better placed to represent the tenant</li> </ul>
11:50	<b>Roadmap to a tenant friendly lease</b> <ul style="list-style-type: none"> <li>• Careful planning</li> <li>• Deliberate actions</li> <li>• Skillful negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of planning</li> <li>• Understand how to build leverage</li> <li>• Be better placed to represent the tenant</li> </ul>
12:50	<b>Lunch</b>	
13:30	<b>8 mistakes to avoid</b> <ul style="list-style-type: none"> <li>• 8 common mistakes</li> <li>• Deliberate actions</li> <li>• Skillful negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of the 8 common mistakes</li> <li>• Understand how to avoid the 8 mistakes</li> <li>• Be better placed to represent the tenant</li> </ul>
14:30	<b>Optimising a leased portfolio</b> <ul style="list-style-type: none"> <li>• What problem is being solved</li> <li>• Lease management fundamentals</li> <li>• Portfolio optimisation principles</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate lease management risks</li> <li>• Identify LM improvement opportunities</li> <li>• Recognise portfolio optimisation gaps</li> </ul>
15:30	<b>Tea</b>	
15:50	<b>Commercial tenants need to know</b> <ul style="list-style-type: none"> <li>• What to ask</li> <li>• Who to ask</li> <li>• When to seek advice</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the right internal questions before leasing</li> <li>• Ask the right external questions before leasing</li> <li>• Ensure advice is independent and expert</li> </ul>
16:30	<b>Panel and wrap up</b>	Table queries and summarise
17:00	<b>Depart – End of day</b>	

## Our Presenters

Our team of seasoned tenant advisors have developed and present this course. See some of our key presenters below.



**Matt Collins, Lead Presenter**

Matt has worked within the Australian commercial property market for the past 18 years. Prior to joining Lpc Cresa Matt held a position as a Senior Director at JLL before establishing Tenant Advisory Group through which Matt advised both local companies and multinational firms.



**Kyle Swain, Participating Presenter**

Kyle is Lpc Cresa's Retail Director. He is recognised as a leader in tenant-side retail leasing, tenant representation and retail advisory and has been the Leasing and Tenancy Advisor to the National Retail Association since 2016.



**Michael Raymond, Participating Presenter**

Michael is Lpc Cresa's Industrial Director. He previously held senior positions with JLL and KPMG and was head of property for a global manufacturer. He is a trusted advisor to industrial occupiers. Michael has a Bachelor in Business (Property) and Accountancy.



**Ken Lam, Participating Presenter**

Ken is a Director of Lpc Cresa. He has held various roles as a valuer, corporate real estate consultant and an acquisition manager. Ken is a qualified valuer and he holds a Masters in Property Development.

**Leases need to be  
overseen. Not overlooked.**

## How to Register

Register online at [lpc.com.au/courses](https://lpc.com.au/courses)

For further information, please contact Matt on +61 405 267 337, [mcollins@lpc.com.au](mailto:mcollins@lpc.com.au) or

Phone +61 2 9235 1300

Email [training@lpc.com.au](mailto:training@lpc.com.au)

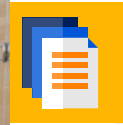
[lpc.com.au](https://lpc.com.au)





# Workplace change & relocations – What all stakeholders should know





# Achieve the best outcomes from your workplace change

## Why attend?

Workplace change will either harm or help an organisation. Attendees will be better placed to manage change and to ensure the required outcomes are achieved.

## Who should attend?

Anyone that makes or influences workplace decisions or manages workplace change, including business leaders, HR managers, facility managers, project sponsors and project team members.

## What does the course cover?

- Workplace strategy review to align with future business requirements
- Translating workplace strategy into workplace objectives and workplace plans
- Managing the impact of change on place processes, people, and productivity
- Relocation planning and implementation and the mitigation of related risks
- Relocation management that helps to future proof the workplace

## What will you learn?

- Gain insight into the risks associated with workplace change and relocation
- Develop an understanding of how workplace change can harm or help an organisation
- Enhance your skills in managing workplace change to improve place and process
- The essentials of relocation planning, management and communication
- How to minimise workplace change and relocation risks and optimise the opportunities

Date **See event details**

Time **8:30 - 17:00**

Duration **1 day**

Location **See event details**

Cost **\$1195**  
per person inc GST  
Fee includes tuition, teas and lunch

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# Workshop Program - Day 2

Time	Session	Objectives
8:30	<b>Coffee</b>	
8:45	<b>Welcome and introductions</b>	Introductions and orientation
9:00	<b>Drivers of workplace change</b> <ul style="list-style-type: none"><li>• Definition of workplace</li><li>• Business requirements &amp; the workplace</li><li>• Workplace requirements are not static</li><li>• Productivity is a key workplace KPI</li></ul>	<ul style="list-style-type: none"><li>• Recognise workplace impact on productivity</li><li>• Learn how to develop workplace strategy</li><li>• Recognise that workplace needs change</li><li>• Be equipped to measure workplace impact</li></ul>
9:30	<b>Triggers for workplace change</b> <ul style="list-style-type: none"><li>• What initiates workplace change</li><li>• Right-sizing, refurbishments, relocations</li><li>• Acquisitions, disposals &amp; change</li><li>• Business review &amp; workplace change</li><li>• The need for proactive workplace change</li></ul>	<ul style="list-style-type: none"><li>• Recognise workplace change triggers</li><li>• Understand the differences in the triggers</li><li>• Recognise the common change challenges</li><li>• Integrate workplace &amp; business goals</li><li>• Recognise the need for workplace review</li></ul>
10:30	<b>Tea</b>	
10:50	<b>Staff engagement</b> <ul style="list-style-type: none"><li>• Staff engagement</li><li>• What questions do you need to ask</li><li>• Running the workshop</li><li>• Implementing the design &amp; change</li></ul>	<ul style="list-style-type: none"><li>• Identify the need for surveys &amp; workshops</li><li>• Understand the priorities</li><li>• How to capture the right information</li><li>• Putting this information into action</li></ul>
11:50	<b>Technology</b> <ul style="list-style-type: none"><li>• IT Technology</li><li>• Technology solutions</li><li>• IT Discovery &amp; special teams</li><li>• Delivering the changes</li></ul>	<ul style="list-style-type: none"><li>• Getting the technology right</li><li>• Learn about the solutions available</li><li>• Investigating &amp; validating findings</li><li>• What should you share &amp; when</li></ul>
12:50	<b>Lunch</b>	
13:30	<b>Paper to digital</b> <ul style="list-style-type: none"><li>• Removing roadblocks to keeping paper</li><li>• Enablers for technology</li><li>• The best programmes for transformation</li><li>• Implementation plan</li></ul>	<ul style="list-style-type: none"><li>• Understand how the business works</li><li>• Understand digital transformation</li><li>• Learn about collaboration &amp; flow</li><li>• Achieving reductions &amp; digital transformation</li></ul>
14:30	<b>Relocation management essentials</b> <ul style="list-style-type: none"><li>• Triggers for relocation &amp; related objectives</li><li>• Project team, charter, &amp; governance</li><li>• Critical milestones &amp; tasks &amp; process</li><li>• Communications &amp; documentation</li></ul>	<ul style="list-style-type: none"><li>• Be aware of the common relocation triggers</li><li>• Recognise the importance of governance</li><li>• Understand the critical path &amp; dependencies</li><li>• Gain insight into communications &amp; records</li></ul>
15:30	<b>Tea</b>	
15:50	<b>Relocation management outcomes</b> <ul style="list-style-type: none"><li>• The relocation toolbox</li><li>• The day one experience</li><li>• Validating the relocation objectives</li></ul>	<ul style="list-style-type: none"><li>• Know how to use the relocation toolbox</li><li>• Recognise the importance of day one</li><li>• Know how to achieve stakeholder validation</li></ul>
16:30	<b>Panel and wrap up</b>	Table queries and summarise
17:00	<b>Depart – End of day</b>	

## Our Presenters

Our presenters are experienced consultants and presenters who enjoy helping others grow their insight and skills. See some of our key presenters below.



**Karen Skillings, Lead Presenter**

Karen is the originator of this workshop and other nationally recognised and accredited training programs that support workplace initiatives. She is a trusted workplace change practitioner and an accomplished author, skilled presenter and dedicated educator who thrives on seeing others develop their understanding and skills.



**Carlyne Holmes, Participating Presenter**

Carolyne is an experienced workplace change practitioner who has managed projects that have transformed the integration between people, place, and process. She shares her insights in a way that helps attendees better navigate the technical and communication challenges associated with workplace change.



**Rebecca Pelling, Participating Presenter**

Rebecca is the Managing Director of Lpc CresaProject Services. Rebecca is a Civil Engineer with 25 years' experience of leading teams and workplace projects in the United Kingdom and Australia. She shares key learnings with attendees.



**Matt Collins, Participating Presenter**

Matt has worked within the Australian commercial property market for the past 18 years. Prior to joining Lpc Cresa Matt held a position as a Senior Director at JLL before establishing Tenant Advisory Group through which Matt advised both local companies and multinational firm.

**Change needs to be managed. Not mismanaged.**

## How to Register

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For further information, please contact Karen on +61 418 197 601, [kskillings@lpc.com.au](mailto:kskillings@lpc.com.au) or

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