

Brokerage Engine Training Curriculum

Confidential & Proprietary

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Overview & Methodology

A powerful, exciting new offering for Real Estate Brokerages of all sizes, Brokerage Engine provides tremendous value to clients from all backgrounds. Built by real estate people, for real estate people, Brokerage Engine goes beyond traditional software services and offerings by concentrating on the actual, realistic aspects of efficient back office solutions required by today's brokerage standards.

While easy to use and quick to learn, Brokerage Engine's system is robust and fully capable of handling even the most complex back office needs. As such, the system is powerful and requires basic training and insight for users of all experience levels in order to take full advantage of everything the system is capable of and has to offer.

Additionally, individual's role(s) within their Brokerage will determine the training level they'll need to complete in order to attain confidence and clarity using their system. Therefore, three specific Training Curriculum Paths have been created for new Brokerage Engine clients:

1. **System Owner Training**

(Specific for individuals who will possess full control/ownership of the system)

2. **Admin Training**

(Intended for those who work within the Brokerage and will be using the system on a consistent basis)

3. **Agent Training**

(Basic training for Agents to learn how to utilize the system and use it towards building their business and overall success)

Furthermore, the content of each course will be determined by the system modules that have been ordered/created for the Brokerage.

Upon completion of each Curriculum Track, Brokerage Engine users will maintain comfortability and confidence using their new system, enabling them to transform their back office systems with clarity and ease.

Curriculum Overview

All Brokerage Engine Training Curriculum tracks will possess the same courses, varying by scope (based on the user's role within their Brokerage) as well as by content (based on the specific system modules that have been ordered/created for the Brokerage).

Here is an overview of Brokerage Engine Courses contained in each Curriculum Track:

Course #1	Welcome & Training Overview
Course #2	System Basics & Navigation
Course #3	Listings
Course #4	Marketing
Course #5	Document Lists
Course #6	Tasks
Course #7	Transactions & Commission Engine
Course #8	Accounting
Course #9	Conclusion & Intro to Support

Users will be enrolled in these courses based on the timeline and completion of their system.

Ideally, completion of System Owner Training will occur prior to Brokerage Admin and Agent Training being implemented. This method allows for an organic hierarchy of system knowledge and experience to develop amongst users, encouraging interpersonal support and system confidence within the Brokerage.

Training Overview

All Brokerage Engine Training occurs virtually, encompassing various resources including interactive demos and tutorials to promote easy and efficient learning throughout the Training experience. Each course is self paced, allowing users to complete them based on their own, unique schedules and overall availability.

Brokerage Engine Training begins upon the successful completion of system onboarding and final system activation. Implementation of Training at this stage allows users to interact within their own system (instead of a demo environment), and work with relevant data pertinent to their specific Brokerage.

Once Training has begun, users will be enrolled in their specific courses (based on system modules ordered/created) via the online learning platform, Thinkific. Users will also receive a System Handbook that can be utilized as an additional resource if necessary.

Completion of each Curriculum Track will be dependent on the user's availability, as well as the number of courses per their individual system. Following are anticipated timelines for the completion of each Curriculum Track:

System Owner Training	2-3 weeks
Admin Training	1-2 weeks
Agent Training	1-2 days

All Brokerage Training will be led and managed by Brokerage Engine's Training Team, who are also available throughout the process for live support and guidance. Additionally, the Brokerage Engine Support Team is always available to answer general system questions, and provide assistance should any technical issues occur.

Training Recommendations

It is strongly encouraged by the Brokerage Engine Training Team that users do their best to complete Training utilizing a consistent schedule in shorter periods of time, rather than longer sessions in which considerable amounts of information are presented. This allows a greater opportunity for users to retain what they've learned, making application and overall system utilization faster and more efficient.

As previously mentioned, it is also encouraged that System Owner Training occur first and in its entirety prior to the implementation of Admin and/or Agent Training.

Commensurately, it is fully recognized that not all Brokerages possess the ability to follow this guidance, in which case Training should occur in the most convenient method possible for their individual situation.

Finally, throughout the Training process, it is highly recommended that users keep a log of questions and/or comments to be directed to the Brokerage Engine Training Team in order to achieve the highest levels of system confidence and clarity possible.

By offering comprehensive, easy-to-understand Training for users of all roles and experience levels, Brokerage Engine aims to empower their clients, provide expert solutions, and redefine Brokerage success for companies of all backgrounds.