



# The Nuts and Bolts of Asset Management: A Hands-on Course for Asset Managers

## **The Course:**

Crunching the numbers and solving the problems are the daily concerns of every asset manager and those assigned the asset management function. In this hands-on course, participants will evaluate the quality of the information they receive on their projects, practice calculating key ratios with which to identify long range performance trends, establish benchmarks of high performance, and practice problem-solving. Each participant will also explore the full range of an asset manager's responsibilities, and their role in each stage of a project's life cycle, from pre-development through administration and disposition. Reporting and monitoring systems will be explored, with the development of asset management reporting a key outcome of the workshop.

## **The Trainer: Jack Geary**

Mr. Geary has nearly 20 years of housing management experience, as a both property manager and administrator in the public and private sectors. A former public housing resident, Mr. Geary has been a property manager for the Boston Housing Authority and Assistant Director (Management Director) for the San Francisco Housing Authority. From 1994 to 2001, Jack served as Director of Property Management for Urban Edge Property Management in Boston. Additionally, Jack has extensive experience as a management consultant and trainer for a number of housing authorities and owners/managers of low and moderate income.

## **The Date:**

September 19 & 20, 2002

## **The Cost:**

\$350

## **The Location:**

Washington State Housing Finance Commission  
1000 2nd Avenue, 27th Floor, Seattle, WA

## **How to Register:**

To register, please go to <http://www.impactcapital.org/training/registration.cfm>  
For more information on this or any other training, please call Carrie Byron at 206-587-3200 x 113 or email [carrie@impactcapital.org](mailto:carrie@impactcapital.org).