

# Lease Acquisition Training

**Course Number:** 1597

**Length:** 5 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:**

## Course Description

Explore the fundamental concepts involved in the leasing process to help ensure you get the best value for your agency. You will participate in highly interactive, hands-on exercises using a lease acquisition case study that simulates the entire lease acquisition process—from requirements development through tenant improvement (TI) construction and acceptance. You will gain the knowledge and skills to bring value to your team and your agency.

## Intended Audience

This course is designed for newly assigned leasing specialist. Experienced leasing personnel may choose to use this course as a refresher to maintain their leasing warrants and certification.

## Course Learning Objectives

- Provide practitioner-level training on the lease acquisition process
- Engage and challenge through a comprehensive case study simulation of the actual lease acquisition process
- Ensure consistency across regions
- Select the appropriate lease model

## Course Schedule

| DAY ONE   |  |
|-----------|--|
| MORNING   | Introductions and Training Overview                                  |
|           | Lesson 1: The Regulatory Environment and Introduction to GSA Leasing |
|           | Lesson 2: Requirements and Pre-Solicitation                          |
| LUNCH     |  |
| AFTERNOON | Lesson 2: Requirements and Pre-Solicitation (Cont.)                  |
|           | Lesson 3: Market Survey Process                                      |

# Lease Acquisition Training

## DAY TWO

|           |  |
|-----------|--|
| MORNING   | Lesson 3: Market Survey Process (Cont.)                  |
|           | Lesson 4: Understanding the Solicitation Process         |
| LUNCH     |  |
|           | Lesson 4: Understanding the Solicitation Process (Cont.) |
| AFTERNOON | Lesson 5: Evaluating Lease Proposals                     |

## DAY THREE

|           |  |
|-----------|--|
| MORNING   | Lesson 5: Evaluating Lease Proposals (Cont.)   |
|           | Lesson 6: Pre-Award/Award Negotiations         |
| LUNCH     |  |
| AFTERNOON | Lesson 6: Pre-Award/Award Negotiations (Cont.) |

## DAY FOUR

|           |  |
|-----------|--|
| MORNING   | Lesson 7: Design   |
|           | Lesson 8: Post-Award Tenant Improvement Negotiations         |
| LUNCH     |  |
| AFTERNOON | Lesson 8: Post-Award Tenant Improvement Negotiations (Cont.) |
|           | Lesson 9: Construction to Acceptance                         |

## DAY FIVE

|         |  |
|---------|--|
| MORNING | Lesson 9: Construction to Acceptance (Cont.) |
|         | Lesson 10: Alternative Lease Strategies      |

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|-----------|----------------------------|
| LUNCH     |                            |
| AFTERNOON | Course Evaluation and Exam |

## Learning Methods

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Lecture, discussion, and case study simulation

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Management Services
- Level: Intermediate
- CPEs: 40

### Professional Development Units (PDUs)

- Credits: 35

### Continuous Learning Points (CLPs)

- Credits: 40

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no pework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 80% or higher.

## Follow-On Resources

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## Courses

# Lease Acquisition Training

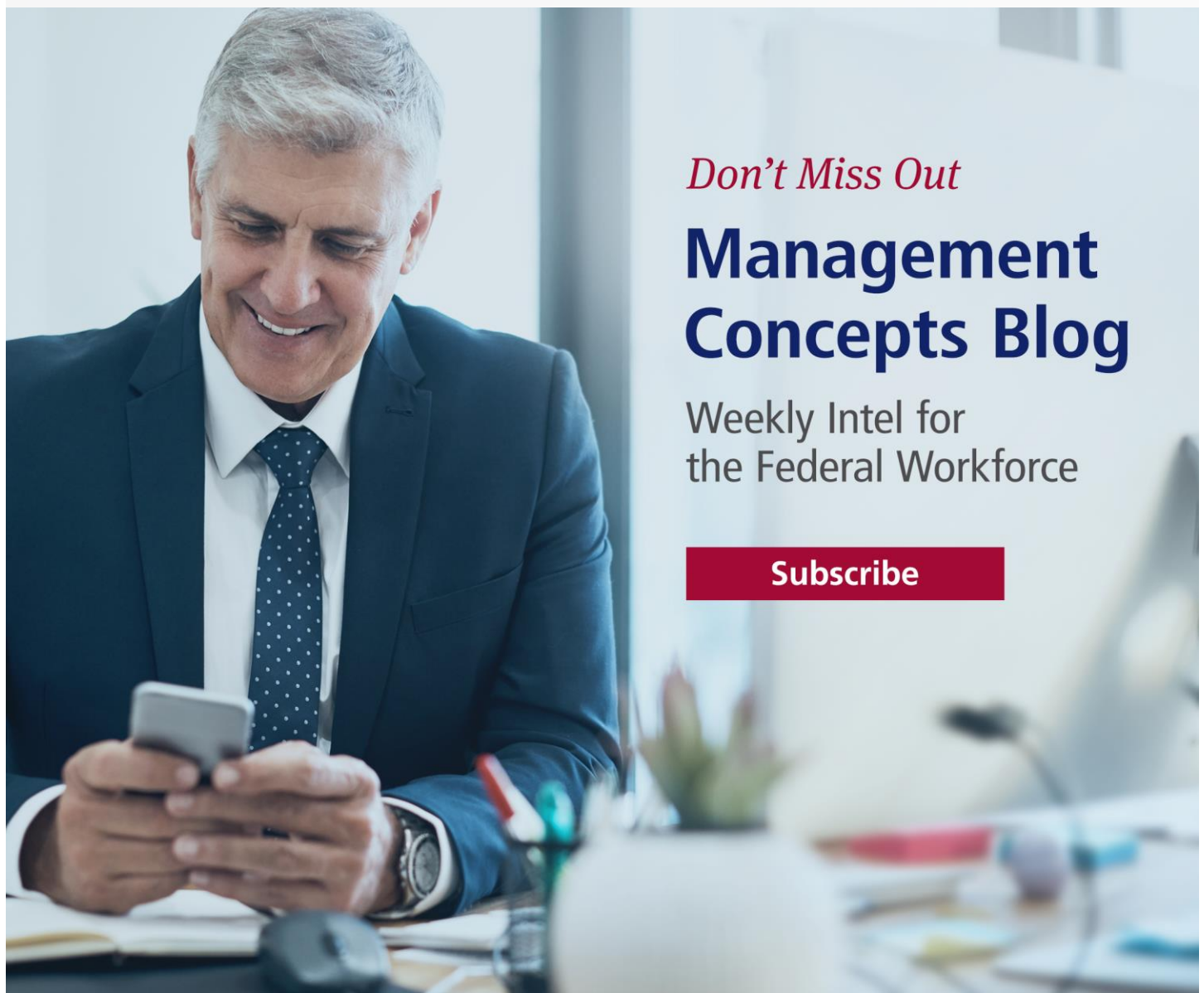
- [Cost and Price Analysis of Lease Proposals](#)
- [Techniques of Negotiating Federal Real Property Leases](#)
- [Federal Real Property Lease Law](#)
- [Federal Real Property Leasing Refresher](#)

# Lease Acquisition Training

Ready to Enroll?



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<https://www.managementconcepts.com/course/id/1597>



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