Course : The Basics of Condominium Management

Master the legal, administrative, and technical fundamentals of property management

Practical course - 2d - 14h00 - Ref. IMZ

Price : 1680 CHF E.T.

NEW

This training course helps you perform the duties of a condominium management company manager with diligence and in compliance with regulations.

Teaching objectives

At the end of the training, the participant will be able to:

- Define the legal framework for condominium ownership and distinguish among its various organizational forms in order to identify the parties involved and their responsibilities.
- Review the condominium's key documents, including the bylaws and financial statements, to ensure the smooth day-to-day management of the property.
- Carry out the property manager's duties in accordance with the legal and regulatory framework, including the preparation of the property management contract
- Work with the condominium association's governing bodies and organize general meetings in accordance with applicable governance rules
- Plan, oversee, and ensure the safety of major construction projects in order to represent the homeowners' association and prevent disputes

Intended audience

Entry-level property managers, property management assistants looking to advance their careers, and real estate professionals transitioning into property management

Prerequisites

none

Course schedule

PARTICIPANTS

Entry-level property managers, property management assistants looking to advance their careers, and real estate professionals transitioning into property management

PREREQUISITES

none

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Defining and Delineating the Legal Framework for Condominium Ownership

Compétences visées

- Define the concept of co-ownership and its essential characteristics
- Distinguish between specific organizations: ASL, AFUL, and the Union of Trade Unions
- Identify the secondary union and its operating rules
- Distinguish Between the Destination and the Use of Batches

Activités pédagogiques

- Discussion on the Concept and Characteristics of a Condominium

2 Reading and Following the Condominium Rules

Compétences visées

- Describe the structure and content of a condominium management policy
- Search for and extract specific information from a regulation

Activités pédagogiques

- Analysis of Actual Condominium Rules: Practical Exercises

3 Identify the roles, responsibilities, and obligations of the stakeholders

Compétences visées

- Define the homeowners' association and identify its members
- Describe the three roles of the members of the homeowners' association board
- Enforce the rules of procedure for the homeowners' association board
- Carry out the property manager's duties as required by law
- Draft a valid property management contract

Activités pédagogiques

- fill in the variable fields of a property management contract

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Organize, prepare, and conduct a general meeting

Compétences visées

- Developing a reverse schedule for organizing portfolio shareholder meetings
- Prepare and distribute a notice of meeting in accordance with the regulations
- Draft the recurring and optional agenda items
- Implement the step-by-step process for holding a general meeting
- Managing the Distribution of Powers at the Annual General Meeting
- How to Draft Accurate Minutes of a General Meeting Without the Risk of Disputes

Activités pédagogiques

- Various Exercises in Determining Majorities Based on Resolutions

5 Reading and Interpreting the 5 Financial Statements Appendices

Compétences visées

- Identify the structure and purpose of the financial statements
- Review Appendices 4 and 5 (budget estimates and expenses)
- Understanding Appendix 1 (Cash Flow Statement)

Activités pédagogiques

- Analysis of Financial Statements Notes

6 – Plan, oversee, and prevent disputes related to major construction projects

Compétences visées

- Organize, plan, and represent the union for major projects
- Simulate the entire construction process, from decision-making to final acceptance
- Identify recurring disputes arising from major construction projects
- Implement the 14 preventive measures to avoid disputes after construction is complete

Activités pédagogiques

- Organizing major renovation projects in a condominium

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Dates and locations

REMOTE CLASS
2026 : 3 Dec.

2027 : 8 Mar., 14 June, 13 Sep., 13 Dec.