



Real Estate Portfolio Management Course: Government and Corporate Estate Rationalisation



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Introduction:

Real estate portfolio management for government and corporate estate rationalisation is a 1-week course for state-property, government-estate and corporate real estate teams that ends with an Estate Rationalisation and Disposal Plan for a case organisation. Public bodies and companies often pay rent on half-empty offices, hold idle land nobody has recorded and renew leases by default because no register shows what the estate holds, costs or needs. Nominees already manage occupied buildings, leases or land files and work through case studies built on estate data, occupancy counts and lease schedules. CoreConcept Training Center delivers this real estate portfolio management course.

Course Objectives:

- Build an estate register that records every owned and leased land parcel and building with tenure, title, area, occupancy, running cost and condition
- Set occupancy and space standards for office and service buildings and measure each site against them with utilisation evidence
- Appraise lease-versus-own options for occupied property on a net present cost basis and manage break, expiry and renewal events across the lease portfolio
- Design consolidation, co-location and hub programmes that release surplus floor area and close or exit underused sites
- Identify surplus land and buildings and select a disposal or monetisation route such as open market sale, long ground lease, development partnership or sale and leaseback
- Govern the estate through an estate strategy, portfolio KPIs and an approval route for acquisitions, leases and disposals

Target Audience:

- State-property and government-estate units responsible for land and building inventories across ministries, agencies or municipalities
 - Corporate real estate teams responsible for the head office, branch and operational site portfolio of an owner-occupier
 - Lease administration teams responsible for lease events, rent budgets and renewal or exit decisions
 - Space planning and accommodation teams responsible for allocating floor area to business units and departments
 - Finance and budget teams responsible for occupancy cost, rent reduction targets and disposal receipts
 - Land and property disposal teams responsible for preparing surplus sites for sale, lease or partnership
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Course Outline:

Day 1: Owner-Occupier Estate Context and Portfolio Baseline

- Corporate Real Estate Owner-Occupier View Versus Investor View
- Estate Portfolio Segmentation by Use, Tenure and Strategic Role
- Occupancy Cost Drivers Across Rent, Operation and Idle Holdings
- Portfolio Fact Base Template for Sites, Leases and Land
- Estate Maturity Self-Assessment and Current-State Gap Summary

Day 2: Estate Register Data Model and Space Standards

- Estate Register Data Model With Single Property Reference Numbers
- Title Deed, Tenure and Encumbrance Fields for Land Parcels
- Floor Area Recording Rules for Gross, Net and Usable Space
- Workplace Space Standards Expressed as Area per Workstation
- Utilisation Study Method Using Headcounts and Peak Occupancy

Day 3: Lease-Versus-Own Decisions and Lease Event Management

- Lease-or-Buy Appraisal on a Net Present Cost Basis
- Lease Event Calendar for Breaks, Expiries and Rent Reviews
- Renewal, Renegotiation or Exit Decision Tree per Lease
- Rent Reduction Targets and Leased Portfolio Savings Tracker
- Build-to-Suit, Government-Owned Office and Shared Campus Options

Day 4: Consolidation Programmes, Surplus Disposal and Portfolio Risks

- Hub and Co-Location Consolidation Model for Dispersed Offices
- Surplus Property Identification Tests and Retention Justification
- Disposal Route Comparison Across Sale, Ground Lease and Partnership
- Sale and Leaseback Monetisation Risks for Long Occupancy Commitments
- Land Value Capture and Joint Development Partnership Structures

Day 5: Case Study: Estate Rationalisation and Disposal Plan

- Case Organisation Estate Register Review and Data Gap Log
 - Space Standard Gap Analysis for Case Office Sites
 - Lease Exit and Consolidation Scenario Selection for the Case
 - Portfolio KPI Dashboard for Area, Cost and Vacancy per Employee
 - Estate Rationalisation and Disposal Plan Completion and Board Defence
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Skills You Will Gain:

- Estate Register Design
- Space Standard Setting
- Utilisation Analysis
- Lease-or-Buy Appraisal
- Lease Event Management
- Consolidation Programme Planning
- Surplus Property Disposal
- Estate Portfolio Governance

Why Attend This Course:

- Deliver an Estate Rationalisation and Disposal Plan for a case organisation to the estate committee, the finance director or the property board
- Decide which leases to renew, renegotiate or exit and which sites to keep, consolidate or release, using register and utilisation evidence
- Avoid paying rent for empty floors, holding unrecorded idle land and selling surplus sites through an unsuitable route
- Share the register template, space standard sheet, lease event calendar and disposal route matrix with estate and finance colleagues

Conclusion:

Back at work, the participant hands the Estate Rationalisation and Disposal Plan to the estate committee, the finance director and the heads of the business units that occupy the buildings. They use it to approve lease exits, consolidation moves, retained sites and the surplus properties to release, with the disposal route for each. After the first lease event or disposal under the plan, the estate unit should compare actual rent savings, released floor area and disposal receipts with the plan and refresh the register, space standards and KPI targets.

Frequently Asked Questions FAQ:

What should participants know before the real estate portfolio management course for government and corporate estates?

Participants should already manage occupied buildings, leases, land files or accommodation budgets. No valuation qualification is needed. A laptop with a spreadsheet application is used for the register, utilisation and lease-or-buy exercises, and an anonymised site or lease list helps.

How does real estate portfolio management differ from property management or facilities management courses?

Real estate portfolio management decides how much property an organisation should hold, where, on what tenure and what to release. Property management courses run let buildings for a landlord, and facilities management courses operate and maintain buildings already in use.

Why does real estate portfolio management start with an estate register?

Without a register no one knows what the organisation owns or leases, what each site costs and how fully it is used. The register supplies the evidence for space standards, lease decisions, consolidation and surplus disposal.

What do participants take back from the real estate portfolio management course?

Participants take back an Estate Rationalisation and Disposal Plan for a case organisation, with a register template, space standard gap analysis, lease event calendar, consolidation scenarios, disposal route matrix and portfolio KPI dashboard they can adapt to their own estate.