



## **NJNAHRO Training Institute**

The New Jersey Chapter of NAHRO provides regular training workshops and seminars for its members. It is the goal of NJNAHRO to provide low-cost, current training sessions that are of interest and importance to the membership. These workshops are held at various locations, throughout New Jersey, at the times and dates listed on our website.

In addition to NJNAHRO's regularly scheduled seminars and workshop, we can provide on-site training to Housing Authority staff and board members. We have listed some of the topics and subjects below that we can provide to our members at their location. We can also provide custom training on issues that your Authority would address. If you are interested in on-site training, please contact us for the details and pricing.

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### ***TRAINING AREAS & TOPICS***

#### **DEVELOPMENT**

- How to Develop Affordable Housing**
- How to establish a non-profit Corporation**
- Redevelopment law 101**

#### **FINANCE**

- Accounting 101 for Staff**
- Basic PHA Bookkeeping**
- The Financial Management cycle**
- Energy Performance Contracting Fundamentals (EPC)**

## **PROGRAMATIC TOPICS**

- Capital Fund Program Administration Basics**
- Housing Choice Voucher Administration (HCV)**
- Section 8 Management Assessment Program Basics (SDEMAP)**
- Family Self Sufficiency Training (FSS)**
- HCV Homeownership Training**
- Public Housing Administration Basics**
- Occupancy & Rent Calculations**
- Public Housing Assessment System Basics (PHAS)**
- How to maintain tenant files according to the regulations Program Integrity)**
- Enterprise Income Verification Basics (EIV)**
- PIC Training**
- Hearing Officer Training**

## **MANAGEMENT SKILLS**

- Executive Management and Leadership Training**
- Basic Property Management**
- Ethics for Employees**
- How to supervise people**
- How to Deal with Difficult people**
- How to improve morale**
- Procurement & Purchasing for staff**
- Asset Management Basics**
- AMP Manager training**
- Grant Writing Basics**
- How to write policies & procedures**

## **SECURITY**

- How to Effectively deal with gangs and drugs in Public Housing**
- How to implement a good security system using the latest technology**

## **CUSTOMER SERVICE**

- How to effectively deal with residents**
- How to maintain a positive public image**

## **STEWARDSHIP**

- Skills for Commissioners (Roles & Responsibilities)**
- Ethics for Commissioners**
- How to conduct a public meeting (Roberts Rules)**
- Commissioner Leadership Training**
- Essentials for Commissioners**
- How to develop and monitor basic standards & expectations**

## **PUBLIC RELATIONS**

**Basic public relations and your image**  
**How to develop a newsletter & Annual Report**  
**Using Social Media to your advantage**

## **MAINTENANCE**

**Maintenance system basics**  
**How to develop and monitor maintenance schedules**  
**Preventative and routine maintenance functions**  
**Basic electrical, plumbing and HVAC for staff**  
**How to prepare for your REAC inspection**