



HIGGINS GROUP
PRIVATE BROKERAGE

Forbes
GLOBAL PROPERTIES

Fall Training September/October 2025

Let's Get Started at Higgins Group

September 17th 11:00 am

Welcome aboard as a Higgins Group agent! Here's a quick overview: Get familiar with the Agent Dashboard, explore available programs, meet some members of our team, and dive into in-person training. Ready to take the next step? Let's make it happen!

HG Office Procedures Overview —ADMINS

September 24th 11:00 am

This hands-on training, led by an experienced real estate admin, will guide agents through essential office procedures to improve efficiency and organization from listing to closing. Topics include streamlining paperwork, working seamlessly with your admin team, submitting compliant documents, managing client communications, and keeping files organized for quick access. Perfect for agents looking to optimize their workflow and reduce stress by mastering behind-the-scenes office processes.

Ways to Build Your Business

September 26th 11:00 am

Learn how to kickstart your business by crafting and nurturing your Sphere of Influence. Discover effective methods for spreading the word about your venture in real estate. Explore innovative approaches to generating leads and leveraging social media to grow your business. Get ready to unlock new opportunities and expand your reach!

Chaos, Calm & Calendars: How to Structure Success—Chadwick

October 1st 11:00 am

As real estate agents we are all independent contractors, so no one is going to tell you what to do, when to do it or make sure you did in fact do it. Some people see that as a problem, but we'll show you why it's an opportunity. Join us to brainstorm the business-producing activities of successful agents from the obvious to the innovative, such as calling expired listings to using AI to generate leads. But we have personal, family and other obligations that need attention. This practical as well as philosophical class will help you walk away with a calendar that reflects your priorities and sets the tone for the 12 months ahead. This class is inspired from ancient mythology, philosophy, Stoicism and modern time management. Bring your laptop for maximum productivity.

Mastering Dotloop—All in One RE Transaction Platform

October 3rd 11:00 am

Manage real estate transactions from beginning to end with **dotloop**, an all-in-one platform that centralizes documents, tasks, and communication. This class covers key features such as document editing, eSignatures, task management, and compliance tools, helping you streamline your workflow and eliminate the need for printing or faxing.

Advertising Laws Review

October 8th 11:00 am

In this session, you'll learn the essential laws of "ADVERTISING" for real estate and strategies for building impactful and compliant profiles, websites, print, and emails campaigns that will avoid penalties. We'll explore examples of effective social media practices.. We want you to avoid fines and elevate your marketing presence.

All classes will be held in person in the Westport or Fairfield offices.

If a session has to be canceled due to weather an email will be sent out that it will be a zoom session only.



Fall Training October 2025

Higgins Group Design Center & Market Assist -

October 10th 11:00 am

Amy will showcase the Higgins Group Design Center, featuring a template management platform for crafting flawless marketing materials online. Our custom templates, exclusively designed for Higgins Group, await your creative touch. Plus, we'll explore our in-house Market Assist Program and how to request and leverage its benefits. Ready to elevate your marketing game?

Working an Open House

October 15th 11:00 am

Engaging in an open house is an excellent launchpad for your real estate career. Join us in this session as we delve into the importance of hosting open houses. We'll discuss preparation steps, effective hosting strategies, and best practices for following up with potential clients. Learn how to ask compelling questions to attract business and master the art of responsive communication. Get ready to elevate your open house game and propel your career forward!

Working with Buyers Part 1

October 17th 11:00 am

Join us for an insightful session on working with buyers as they embark on their real estate journey. We'll guide you through the proper completion of Representative Forms, navigating MLS jargon, and selecting listings to showcase. Learn the dos and don'ts of making appointments and ensure proficiency in using a keybox. Discover essential items to bring along for successful client meetings. Get ready to enhance your buyer interactions and set the stage for successful transactions!

Working with Buyers Part 2

October 22nd 11:00 am

Join us for a comprehensive walkthrough of the buying process, now that you've found the perfect house. Learn how to effectively communicate with your clients about making an offer, including crafting and presenting it, as well as negotiating terms. Discover best practices for following up and navigating the next steps once an offer is accepted. Gain confidence in guiding your clients through every stage of their home purchase journey.

Meet the Mortgage Team—Colleen

October 24th 11:00 am

Gain clarity on the mortgage process to better assist your buyers. Explore the significance of pre-approvals and discover how you can support your clients throughout. Meet our in-house mortgage team and learn how they can enhance your services. We're pleased to introduce Colleen Polson from CrossCountry Mortgage, who will share insights to empower your client interactions.

Rentals Do's & Don't's | Credit Reporting

October 29th 11:00 am

Explore all facets of handling rentals—a lucrative but nuanced endeavor. From navigating application procedures and submitting offers to conducting credit checks and preparing leases, we'll cover it all. Learn the dos and don'ts of rental transactions, including crucial insights into rental listings and form completion. Gain a comprehensive understanding of credit reports, including their significance, proper handling, and implications for your clients. Join us to master the intricacies of rental management and maximize your income potential.

How to do a CMA? Matt & Leslie

October 31st 11:00 am

Let's delve into the fundamentals required to craft a Comparative Market Analysis (CMA) and effectively price properties. Discover various CMA options and harness the power of our branded Toolkit Program for Agents. Additionally, gain insights into creating compelling buyer presentations. Join us to equip yourself with essential skills for success in real estate pricing and presentation strategies.