

Peer to Peer Training

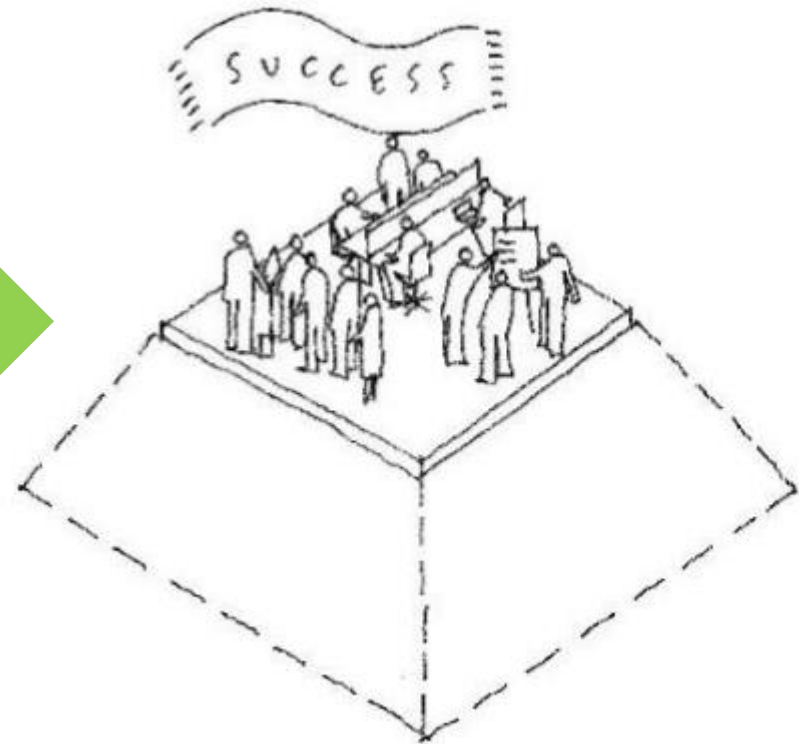
Galleria Office Towers Hosts Liberty Center

Laura
Carter

Michelle
Patrick

Eve Bursic

Alicia
Raymond



Peer to Peer Training

Galleria Office Towers Hosts Liberty Center





Peer to Peer Training

Galleria Office Towers Hosts Liberty Center

- **Agenda Topics:**
 - Tour of Towers, 5-Star Amenity Centers
 - Discussed 5-Star Program, Services
 - Ordering for new amenity centers
 - Shared learnings from opening new 5-Star amenities
 - Discussed reporting, amenity center reservation website, processes, team documents
 - Budgeting for events, amenity centers, etc.

- **Leasing Tours**
 - Discussed the importance and role the 5-Star manager plays in leasing tours
 - Ansira - discussed how 5-Star can make a difference.

Peer to Peer Training

Galleria Office Towers Hosts Liberty Center

- Agenda -->
- Working within a campus
- 5-Star centers: similar but different
- Working out the kinks of newly renovated buildings
- How a 5-Star manager's background and prior experience can be beneficial in the new role.



AGENDA FOR EVE BURSIC & ALICIA RAYMOND

March 22, 2017

9:00pm Eve/Alicia arrive DFW, transfer to Westin Galleria

March 23, 2017

9:00am	Continental Breakfast	One Galleria Tower Suite 350
9:45am	Tour of Towers, 5-Star amenity centers with Michelle/Nora/Laura/Pam	
10:30am	Eve to meet with Pam Alicia to meet with Michelle	Pam's Office Michelle's office
12:00pm	Lunch	Grill on the Alley
1:15pm (isb)	Eve to meet with Laura Alicia to meet with Nora/Michelle	Laura's office Michelle's office
2:30pm	Eve to meet with Katy	Katy's office
3:30pm	Free time to catch up on e-mails, etc.	

March 24, 2017

9:00am	Discuss Leasing tours with Michelle/Pam	Large conference room
12:30/1pm	Eve/Alicia depart for DFW	