

LIST OF PICTURES

Picture 2.1 Xynergy Realty South Yarra office.....	12
Picture 2.2 Xynergy Realty Oakleigh office	13
Picture 2.3 Xynergy Realty Altona office	13
Picture 2.4 Xynergy Realty Docklands office.....	14
Picture 2.5 Xynergy Realty Wyndham office	14
Picture 2.6 Organigram.....	18
Picture 3.1 Effective working day	25
Picture 3.2 Phone Tracker Sheet	26
Picture 3.3 Handling inbound and outbound calls	27
Picture 3.4 Email communication.....	27
Picture 3.5 Data extraction from PropertyTree	29
Picture 3.6 PMD weekly meeting	29
Picture 3.7 Performance review	30
Picture 3.8 Performance review	30
Picture 3.9 Interview schedule	31
Picture 3.10 Routine inspection data extraction from PropertyTree	32
Picture 3.11 Rent Review data extraction from PropertyTree	32
Picture 3.12 Xynergy Training Day.....	39
Picture 3.13 Team Bonding.....	40