



REALTOR[®]
SAFETY

PRESENTATION

knowledge awareness empowerment

2 SECTION 2: SAFETY AT THE OFFICE

(Video Segment 1)

TRAINER TALKING POINTS:

There are many aspects to REALTOR® Safety, and many steps we can take to reduce risks. Some of these preventative steps focus on safety in our own offices and through our individual business practices.

First, let's take a look at the brief video on staying safe in the office.



INSTRUCTIONS:

Show video segment 1, *"Safety at the Office,"* from the *"Safety Strategies for You and Your Clients"* video.

TRAINER TALKING POINTS:

Now, what are the some of the concerns about potential crime that you might have when you are working at the office?

INSTRUCTIONS:

Encourage/prompt responses. These might include:

- Working alone in the office, sometimes early in the morning or late at night
- Entering or exiting the office on your own
- Meeting unknown individuals for the first time

TRAINER TALKING POINTS:

How many of you find yourself working alone in the office — perhaps at night or during a slow time of day? Have you ever had a stranger walk in, and possibly felt threatened? How did you—or how would you—respond to this situation?

INSTRUCTIONS:

Encourage responses, which might include:

- Go quickly to a room with a door and lock it
- Say in a loud voice “Frank or John, see who’s at the door and tell them to come back in the morning,” then escape
- Escape through a back door
- Call 911 or local emergency number
- Arrange schedule to be at office during times when others will be there
- Keep a charged mobile phone, programmed with emergency numbers, with you at all times
- Lock the front door behind you

TRAINER TALKING POINTS:

Let’s read through this handout. It offers safety tips for working at the office.



INSTRUCTIONS:

Turn to “*Safety at the Office*” handout.

TRAINER TALKING POINTS:

Ensuring your personal safety begins with the image you project to prospects—and with safeguarding your personal information from them. Let’s review this handout, and discuss how you might change what you are currently doing to market yourself.



INSTRUCTIONS:

Turn to *“Protect Yourself with Smart Marketing Materials”* handout. Read aloud and discuss.

If this concludes your training presentation, thank your audience and encourage them to review all handouts. Provide details on when/where the training on the next segment will be held and encourage them to

- review all handouts on their own time and periodically throughout the year
- visit www.REALTOR.org/Safety to study other safety resources
- watch for free webinars on safety

This is also a good time to hand out any safety giveaways that your Association or office has purchased for attendees, such as the Safety Tip Cards (available for purchase at www.REALTOR.org/Safety).

For additional closing statements, turn to the “Wrap-up” section of this presentation.

MARK YOUR CALENDAR!

REALTOR® SAFETY SERIES WEBINARS

April
September

Details for each Webinar will be posted online as they become available.

Archived webinars on topics such as social media, open houses, identity theft and more are available for year-round use.

Visit www.REALTOR.org/Safety.