

PRIVATE ESTATE CERTIFICATION E-COURSE

This program provides comprehensive training across all areas of private household and estate management, from daily operations and staffing to advanced estate oversight and leadership. Explore the full program brochure to review the complete curriculum and understand the depth of training provided.



ESTATE MANAGER CERTIFICATION PROGRAM

PROGRAM OVERVIEW

The Estate Manager Certification is an advanced professional training program designed to develop the competencies required to manage single and multi-property private estates at the highest level. This program provides a comprehensive and structured approach to household operations, staff leadership, vendor coordination, and estate oversight within high-net-worth environments.

The curriculum is intentionally designed to reflect the real-world demands of private service, integrating administrative systems, operational frameworks, property and asset management, and personnel leadership. Through this program, students develop the ability to implement structure, maintain efficiency, and support the complex lifestyles of high-net-worth families and individuals with discretion, precision, and professionalism.

WHO THIS PROGRAM IS FOR

- Current Estate Managers seeking to refine and expand their expertise in advanced estate operations, leadership, administration, and multi-residence management.
- Experienced House Managers seeking to advance into Estate Manager and multi-residence management positions.
- Senior private-service professionals with extensive experience overseeing private residences, household operations, staff, vendors, projects, and other high-level residential responsibilities.
- Experienced private-service professionals seeking advanced education and formal certification to strengthen their knowledge, professional qualifications, and positioning within the estate management field.

Admission Requirements

- Applicants must have a minimum of 7 years of professional private-service experience, including at least 5 years of direct household, estate, or private-residence management experience.
- College Degree and a minimum of 5 years of direct household, estate, or private-residence management experience.
- Relevant management experience should demonstrate responsibility for the operation or oversight of a private residence and may include household operations, staff supervision, vendor management, budgets and financial administration, property maintenance, projects, events, travel, or multi-residence coordination.

Meeting the minimum admission requirements does not guarantee acceptance into the Estate Manager Certification program. All applications are reviewed individually, and admission is granted at the discretion of HMN-Academy based on the applicant's professional experience, qualifications, demonstrated level of responsibility, and overall alignment with the program.

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PROGRAM FORMAT

- Delivery: Self-Paced Online Certification
- Completion Timeline:
 - As little as 9-12 weeks with full-time dedication
 - Approximately 6 months on a part-time basis
- PROGRAM COMPONENTS INCLUDE:
 - Comprehensive, structured reading materials
 - Professionally developed video presentations aligned with course content
 - Case studies based on real-world private household scenarios
 - Applied assignments and practical exercises
 - Scenario-based evaluations and a final assessment (30-60-90 video plan)
 - Final multi-household manual project demonstrating integrated learning

Employment Disclaimer: Successful completion of the program and/or earning the certification does not guarantee employment, job placement, promotion, or a specific level of compensation within the private-service industry. Employment outcomes depend on multiple factors, including a candidate's prior experience, professional qualifications, demonstrated knowledge and competencies, references, interview performance, geographic market, and individual employer requirements. Completion of the program is designed to strengthen professional knowledge, preparedness, and competitive positioning within the private-service sector but should not be interpreted as a guarantee of employment.

ESTATE MANAGER CERTIFICATION PROGRAM SYLLABUS

COURSE CURRICULUM:

Chapters & Key Modules

Chapter 1: History of the Private Domestic Worker & Their Roles (Executive Level)

Provides a comprehensive understanding of household staffing structures and the evolution of private service roles.

- Module 1: Household & Estate Management
- Module 2: Culinary & Dining Staff
- Module 3: Housekeeping & Maintenance
- Module 4: Childcare & Family Support
- Module 5: Personal & Wellness Staff
- Module 6: Property & Outdoor Staff
- Module 7: Security & Protection
- Module 8: Pet Care & Animal Services
- Module 9: Event & Hospitality Staff
- Module 10: Technical & Administrative Support
- Module 11: Different Employment Types

Chapter 2: Etiquette in the Private Domestic Home

Focuses on professionalism, discretion, and behavioral standards within private households.

- Module 1: Introduction to Etiquette in Private Service
- Module 2: Professionalism and First Impressions
- Module 3: Communication and Discretion
- Module 4: Respecting Personal Boundaries
- Module 5: Household Service and Hospitality Etiquette
- Module 6: Cultural Awareness and Sensitivity
- Module 7: Conflict Resolution and Problem-Solving
- Module 8: Maintaining a Professional Relationship with Employers
- Module 9: Best Practices for Household Etiquette

Chapter 3: Administrative & Organizational Management

Covers the systems and operational frameworks required to maintain an efficient and well-structured household.

- Module 1: Household Policy and Procedure Development
- Module 2: Daily Scheduling and Calendar Management
- Module 3: Record Keeping and Documentation Management
- Module 4: Insurance Management
- Module 5: Vehicle Fleet Management
- Module 6: Managing Multiple Residences Across Different Locations
- Module 7: Home Office Management and Administration

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Chapter 4: Property & Maintenance Management

Focuses on property oversight, maintenance planning, and operational systems.

- Module 1: Seasonal Home Maintenance Planning
- Module 2: Home Renovation Project Oversight
- Module 3: Historic Home Preservation and Restoration
- Module 4: Landscaping and Garden Management
- Module 5: Critical Household Operations Systems
- Module 6: Home Safety Inspections and Risk Assessment

Chapter 5: Luxury Services & Lifestyle Management

Provides insight into managing high-end services and supporting complex lifestyles.

- Module 1: Wine Cellar Management and Sommelier Services
- Module 2: Private Jet and Aviation Coordination
- Module 3: Luxury Car Detailing and Chauffeur Service Scheduling
- Module 4: Yacht and Marine Asset Oversight
- Module 5: Custom Wardrobe Curation and Personal Shopping

Chapter 6: Advanced Estate & Asset Management

Covers high-level estate operations and asset coordination across multiple properties.

- Module 1: Luxury Real Estate Acquisition and Management
- Module 2: Asset Tracking and Inventory Software Implementation
- Module 3: Estate Liquidation and Downsizing Management
- Module 4: Private Island and Remote Property Maintenance
- Module 5: Managing Household Art Collections and Insurance
- Module 6: Luxury Auction Bidding and Procurement Strategies
- Module 7: Ensuring Diplomatic Immunity & Legal Precautions for Ultra High Net Worth Families

Chapter 7: Technology & Digital Management

Focuses on modern tools and secure systems used within private households.

- Module 1: Implementing Household Management Software
- Module 2: Training Staff on Digital Tools
- Module 3: Data Analytics and Reporting Features
- Module 4: Cybersecurity & Data Protection
- Module 5: Secure Home Networking and IT Infrastructure
- Module 6: Biometric Security System Installation and Management
- Module 7: High-Tech Home Entertainment System Management

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Chapter 8: Family & Childcare Management

Addresses coordination of family needs and childcare within private households.

- Module 1: Educational Planning (Tutors, Private Schools, Home Schooling)
- Module 2: Managing Children's Extracurricular Activities
- Module 3: Coordinating Family Therapy and Counseling Services
- Module 4: Hiring and Managing Governesses and Nannies
- Module 5: Arranging Summer Camps and Academic Programs
- Module 6: Teen Mentorship and Career Coaching Programs
- Module 7: Parenting Support for High-Net-Worth Families
- Module 8: Implementing Structured Routines and Discipline Policies
- Module 9: Digital Detox and Screen Time Management for Family Members

Chapter 9: The Housekeeper, Nanny & Chef

Focuses on collaboration and coordination among core household staff.

- Module 1: Working with a Private Domestic Housekeeper
- Module 2: Organization and Time Management
- Module 3: Handling Special Requests and Custom Needs
- Module 4: Communication and Professionalism
- Module 5: Working with a Private Domestic Nanny
- Module 6: Communication and Feedback with Parents
- Module 7: Collaborative Work with Other Household Staff
- Module 8: Working with a Private Domestic Chef
- Module 9: Kitchen Management and Food Safety
- Module 11: Coordination and Flexibility with Household Staff

Chapter 10: Household & Estate Finances

Provides foundational financial systems and oversight.

- Module 1: Essential Financial Topics for Estate & Household Managers
- Module 2: Estimating and Tracking Expenses
- Module 3: Financial Forecasting
- Module 4: Payroll and Staff Compensation
- Module 5: Benefits and Incentives
- Module 6: Managing Employment Contracts and Tax Compliance
- Module 7: Estate Management and Financial Oversight
- Module 8: Bill Management and Payment Processing
- Module 9: Tax Planning & Compliance for the Household or Estate
- Module 10: Reporting and Financial Transparency

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Chapter 11: Vendors, Suppliers & Contractors

Focuses on managing external service providers and contracts.

- Module 1: Vendor Selection & Procurement Process
- Module 2: Contract Management & Legal Compliance
- Module 3: Vendor & Contractor Performance Management
- Module 4: Household & Estate Maintenance Scheduling
- Module 5: Sustainable & Ethical Vendor Practices

Chapter 12: High-Profile Event Planning & Special Experiences

Covers planning and execution of private events and experiences.

- Module 1: Coordinating Private Celebrity Chef Experiences
- Module 2: Planning Luxury Destination Weddings and Private Celebrations
- Module 3: Curating Bespoke Art Exhibitions Within Private Residences
- Module 4: Arranging VIP Access to Global Events
- Module 5: Coordinating International Hunting and Safari Expeditions
- Module 6: Hosting Themed Masquerade Balls and Historical Reenactment Events
- Module 7: Facilitating High-Stakes Private Poker and Casino Nights
- Module 8: Planning and Executing Philanthropic Galas and Charity Auctions
- Module 9: Managing and Maintaining Private Zoos and Exotic Pet Collections
- Module 10: Organizing Personalized Luxury Gifting Services
- Module 11: Organizing Small, Medium, Large & Grand Events

Chapter 13: Human Resources & Household Staffing

Provides structured training in staffing, compliance, and workforce management.

- Module 1: Creating Staff Handbooks and Training Manuals
- Module 2: Conflict Resolution and Mediation Techniques
- Module 3: Cultural Sensitivity Training for Staff
- Module 4: Multilingual Household Staffing Strategies
- Module 5: Remote Team and Virtual Assistant Management
- Module 6: Payroll Processing and Compliance with Labor Laws
- Module 7: Employee Benefits Administration for Domestic Staff
- Module 8: Non-Disclosure Agreements and Confidentiality Contracts
- Module 9: Managing International Staff Visas and Work Permits
- Module 10: Employee Retention Strategies for Long-Term Service

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Chapter 14: Elite-Level Staffing & Personnel Management

Focuses on leadership and management of high-performing teams.

- Module 1: Training Staff for Michelin-Star Level Hospitality
- Module 2: Recruiting and Managing Elite Butlers and Valets
- Module 3: Coordinating International Household Staffing Rotations
- Module 4: Managing In-House Medical Personnel
- Module 5: Handling Staff Relationships and Professional Boundaries
- Module 6: Conducting Thorough Background Checks and Security Screening for Staff
- Module 7: Establishing Household Grievances and Dispute Resolution Policies

Chapter 15: Additional Essential Topics

Provides advanced leadership, risk management, and professional development topics.

- Module 1: Managing High-Profile Media Inquiries
- Module 2: Personal Bodyguard Coordination for High-Profile Individuals
- Module 3: The Estate/House Manager as the Leader
- Module 4: Leadership & Management
- Module 5: Wellbeing & Self-Management
- Module 6: Working with a House Manager, Estate Manager, and Chief of Staff
- Module 7: Mastering Core Competencies for Estate Leadership
- Module 8: Navigating Risks & Ethical Issues in Private Households

FINAL HOUSEHOLD MANUAL PROJECT EXAMINATION

Students will complete a final project demonstrating their ability to apply course concepts in a real-world scenario at multiple properties.

Project Components:

- Household operations plan for multiple properties
- Household manual and SOP (standard operational procedures) for multiple properties
- 30-60-90 day implementation plan
- Recorded presentation via youtube 20-30 minutes for 30-60-90

CERTIFICATION

Upon successful completion (passing grade of 80%), students will receive a certification in Estate Management, recognizing their training in private household operations, leadership, and management.

HMN Academy

A career in private household and estate management requires more than experience—it requires structure, precision, and the ability to operate at a consistently high standard.

This certification is designed for individuals who are committed to developing those capabilities and advancing within the private domestic sector *with confidence and professionalism*.

Whether you are refining your current role or preparing for the next level, the investment in your *knowledge and skillset* will define your long-term success.

The time to elevate your career is now.

www.hmn-academy.org

admissions@hmn-academy.org



HMN ACADEMY

Professional Training for Private Household & Estate Management