NATIONAL DISTRICT ATTORNEYS ASSOCIATION



OFFICE ADMINISTRATION COURSE

November 13-17, 2017 Santa Fe, NM

TENTATIVE SCHEDULE OF INSTRUCTION

Nametags must be worn to all events

MONDAY, NOVEMBER 13th

Coffee and tea available from 7:45 a.m. until consumed

Event

| | 8:00 a.m. | Registration |
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| | 8:30 a.m. | Welcome and Orientation |
| 1 | 8:45 a.m. | Increasing Morale and Creating a Healthy Work Environment |
| | 10:15 a.m. | Break |
| 2 | 10:30 a.m. | Office Reorganization |
| | 11:45 a.m. | Lunch (on your own) |
| 3 | 1:15 p.m. | Maintaining Productive Relationships with Administrative Professionals |
| | 2:30 p.m. | Refreshment Break |
| 4 | 2:40 p.m. | The High Profile Case: Impact on the Office and Navigating the Legal Challenges |
| | 3:50 p.m. | Break |
| 5 | 4:00 p.m. | Management in the 21 st Century: Creating Paperless File Management Systems |
| | 5:15 p.m. | Adjourn |

TUESDAY, NOVEMBER 14th

Coffee and tea available from 8:15 a.m. until consumed

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| 6 | 8:30 a.m. | Time Management | | |
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| | 10:00 a.m. | Break | | |
| | 10:15 a.m. | Event #7a 21 st Century Communications: New Policies to Deal with Social Media | Event #7b Furloughs, Layoffs and Revision of Job Duties: Budget Challenges | |
| | 11:45 a. m. | Lunch (on your own) | | |
| | 1:15 p.m. | Event #8a Hitting the Campaign Trail | Event #8b The Usual Suspects: Recruiting, Interviewing, and Retaining Attorneys and Administrative Professionals | |
| | 2:30 p.m. | Refreshment Break | | |
| 9 | 2:45 p.m. | Effective Evaluation Tools | | |
| 10 | 4:00 p.m. | Communicating Effectively with your Constituents | | |
| | 5:00 p.m. | Adjourn | | |
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WEDNESDAY, NOVEMBER 15th

Coffee and tea available from 8:00 a.m. until consumed

| 11 | 8:15 a.m. | Increasing Diversity and Honoring Cultural Competency |
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| | 9:45 a.m. | Break |
| 12 | 10:00 a.m. | Line to Leadership in your Office: Managing for Success |
| | 11:00 a.m. | Break |
| 13 | 11:10 a.m. | Improving the Work Environment Post Recession: Creative, Cost Effective Office Initiatives |
| | 12:40 p.m. | Adjourn |

THURSDAY, NOVEMBER 16th

Coffee and tea available from 8:00 a.m. until consumed

Event #

14 8:15 a.m. All Lives Matter: Managing Bias Back Lash

9:30 a.m. Break

Event #15a Event #15b

9:45 a.m. The Changing Face of Discrimination Panel: Top Challenges Faced by

Law (Title VII, ADEA, USERRA Female Managers

and the Constitution)

11:00 a.m. Break

Event #16a Event #16b

11:15 a.m. Workplace Employment Issues: Collaborative Community

FMLA, FLSA and ADA Partnerships

12:45 p.m. Lunch (on your own)

Beverages available

2:00 p.m. Supervisory and Personnel Problems: Think Tank

4:30 p.m. Adjourn

FRIDAY, NOVEMBER 17th

Coffee and tea available from 8:15 a.m. until consumed

Event #

18 8:30 a.m. Managing the Prosecutor's Office: Ethical Issues, Professional

Responsibility and Dealing with the Media

10:00 a.m. Break

19 10:15 a.m. Beyond Disciplinary Actions—The Breaking Point: Litigation of

Employment Matters

11:45a.m. Adjourn

No part of this schedule can be duplicated by any means. No audio or videotaping of any presentation is allowed during this course. Statements, points of view or opinions stated during this course or in publications distributed during the course are those of the speakers or authors and do not represent the official position of the National District Attorneys Association. Information dealing with a specific legal matter should be researched in original and current sources of authority.