

**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                                                                           |
|          | 8:30 a.m.  | Welcome and Orientation                                                                |
| <i>1</i> | 8:45 a.m.  | Increasing Morale and Creating a Healthy Work Environment                              |
|          | 10:15 a.m. | Break                                                                                  |
| <i>2</i> | 10:30 a.m. | Office Reorganization                                                                  |
|          | 11:45 a.m. | Lunch ( <i>on your own</i> )                                                           |
| <i>3</i> | 1:15 p.m.  | Maintaining Productive Relationships with Administrative Professionals                 |
|          | 2:30 p.m.  | Refreshment Break                                                                      |
| <i>4</i> | 2:40 p.m.  | The High Profile Case: Impact on the Office and Navigating the Legal Challenges        |
|          | 3:50 p.m.  | Break                                                                                  |
| <i>5</i> | 4:00 p.m.  | Management in the 21 <sup>st</sup> Century: Creating Paperless File Management Systems |
|          | 5:15 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
- 9:45 a.m. *Event #15a* The Changing Face of Discrimination Law (Title VII, ADEA, USERRA and the Constitution) *Event #15b* Panel : Top Challenges Faced by Female Managers
- 11:00 a.m. Break
- 11:15 a.m. *Event #16a* Workplace Employment Issues: FMLA, FLSA and ADA *Event #16b* Collaborative Community Partnerships
- 12:45 p.m. Lunch (*on your own*)

***Beverages available***

- 17 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.