

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 #

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| | 8:00 a.m. | Registration |
| | 8:30 a.m. | Welcome and Orientation |
| <i>1</i> | 8:45 a.m. | The Essence of Leadership |
| | 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 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**Event #*

- 6 8:30 a.m. Using Coaching Skills to Grow Your Leaders
- 10:00 a.m. Break
- 10:15 a.m. *Event #7a* 21st 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* Managing in a Micropolitan Area: Unique Issues
- 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

WEDNESDAY, NOVEMBER 15th*Coffee and tea available from 8:00 a.m. until consumed**Event #*

- 11 8:15 a.m. Creating Memorable Websites
- 9:30 a.m. Break
- 12 9:45 a.m. Line to Leadership in your Office: Managing for Success
- 10:45 a.m. Break
- 13 11:00 a.m. Improving the Work Environment Post Recession: Creative, Cost Effective Office Initiatives
- 12:30 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* The Usual Suspects: Recruiting , Interviewing, and Retaining Attorneys and Administrative Professionals
- 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.