

NATIONAL DISTRICT ATTORNEYS ASSOCIATION

OFFICE ADMINISTRATION

MAY 9 – 13, 2010

SAN DIEGO, CALIFORNIA

TENTATIVE SCHEDULE OF INSTRUCTION

Nametags must be worn to all events

SUNDAY, MAY 9

Event #

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| | 11:00 a.m. | Registration |
| | 1:00 p.m. | Welcome and Orientation |
| 1 | 1:15 p.m. | Managing without Being “The Boss”: Effective Leadership |
| | 2:45 p.m. | Refreshment Break |
| 2 | 3:00 p.m. | Managing Deadlines, Schedules, Tasks, Events—Time Management |
| | 4:30 p.m. | Adjourn |

MONDAY, MAY 10

Event #

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

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|------------|------------|---|
| 3 | 8:30 a.m. | Managing the Managers: Dealing with the Oppressive Supervisor |
| | 9:45 a.m. | Break |
| 10:00 a.m. | | |
| | | <i>Event #4a</i> |
| | | <i>Event #4b</i> |
| | | <i>Event #5a</i> |
| | | <i>Event #5b</i> |
| | 11:30 a.m. | Lunch (<i>on your own</i>) |
| 1:00 p.m. | | |
| | | <i>Event #4a</i> |
| | | <i>Event #4b</i> |
| | | <i>Event #5a</i> |
| | | <i>Event #5b</i> |

- 2:15 p.m. Refreshment Break
- 6 2:30 p.m. Effective Evaluation Tools
- 3:45 p.m. Break
- 7 4:00 p.m. Maintaining Competent Staff: Career Development in Difficult Financial Times
- 5:00 p.m. Adjourn

TUESDAY, MAY 11

Event #

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

- 8 8:15 a.m. Managing More with Less: Creative, Cost Effective Incentives to Increase Morale
- 9:45 a.m. Break
- 9 10:00 a.m. Starting Over: Office Reorganization
- 11:00 a.m. Break
- 10 11:15 a.m. Developing and Implementing New Policies for the High Tech World
- 12:30 p.m. Adjourn

WEDNESDAY, MAY 12

Event #

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

- 11 8:30 a.m. Dealing with the Media: Pros and Cons
- 9:30 a.m. Break

Event #12a

Employment Issues

9:45 a.m. The Changing Face of Discrimination Law (Title VII, ADEA, USERRA and the Constitution)

Event #12b

Technology

Hitting the Campaign Trail: Office Dynamics and Lessons Learned

10:45 a.m. Break

	<i>Event #13a</i>	<i>Event #13b</i>
11:00 a.m.	Workplace Employment Issues: FMLA, FLSA and ADA	Work Product and Workflow Woes: Maximizing the Capabilities of Your Computers and Increasing Office Efficiency with Electronic Case Files
	12:30 p.m. Lunch (<i>on your own</i>)	
	<i>Event #14a</i>	<i>Event #14b</i>
2:00 p.m.	Show Me the Money: How We Participate in the Recovery Piece	Communicating Your Message to Your Constituents: Utilizing the Web
	3:00 p.m. Refreshment Break	
15	3:15 p.m. Supervisor and Personnel Problems: Think Tank	
	5:15 p.m. Adjourn	

THURSDAY, MAY 13

Event #

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

16	8:30 a.m.	Managing the Prosecutor's Office: Ethical Issues, and Professional Responsibility
	9:45 a.m.	Break
17	10:00 a.m.	Beyond Disciplinary Actions—The Breaking Point: Litigation of Employment Matters
	11:30 a.m.	Adjourn