

**NATIONAL DISTRICT ATTORNEYS ASSOCIATION**



**OFFICE ADMINISTRATION COURSE**

**September 10-14, 2018**

**Phoenix, Arizona**

**SCHEDULE OF INSTRUCTION**

***Nametags must be worn to all events***

**MONDAY, SEPTEMBER 10th**

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

<i>Event #</i>		
	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 to Increase Productivity
	11:30 a.m.	Lunch (On your own)
<i>3</i>	1:00 p.m.	Guiding and Mentoring Administrative Professionals
	2:00 p.m.	Refreshment Break
<i>4</i>	2:15 p.m.	Innovative Office Programs and Initiatives
	3:30 p.m.	Break
<i>5</i>	3:45 p.m.	Utilizing Technology to Increase Productivity and Efficiency: Paperless File Management Systems
	5:00 p.m.	Adjourn



**WEDNESDAY, SEPTEMBER 12th continued**

- 12 9:45 a.m. A Prosecutor's Guide to Social Media Survival: Proactive Strategies to Deal with Social Media
- 11:00 a.m. Break
- 13 11:15 a.m. Furloughs, Layoffs and Revision of Job Duties: Budget Challenges
- 12:30 p.m. Adjourn

**THURSDAY, SEPTEMBER 13th**

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

*Event #*

- 14 8:30 a.m. The High Profile Case: Impact on the Office and Effective Solutions to Navigate the Legal and Administrative Challenges
- 9:45 a.m. Break
- 10:00 a.m. *Event #15a -* The Changing Face of Discrimination Law (Title VII, ADEA, USERRA and the Constitution)
- Event #15b -* Addressing Morale Issues with Administrative Professionals
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- 11:30 a.m. Lunch (*on your own*)
- 1:00 p.m. *Event #16a -* Workplace Employment Issues: FMLA, FLSA and ADA
- Event #16b -* The Usual Suspects: Recruiting, Interviewing, and Retaining Attorneys
- 2:30 p.m. Refreshment Break
- 17 2:45 p.m. Supervisory and Personnel Problems: Think Tank
- 4:45 p.m. Adjourn

**FRIDAY, SEPTEMBER 14th**

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

*Event #*

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| <i>18</i> | 8:30 a.m.  | Beyond Disciplinary Actions—Hiring and Firing Decisions and Protocol                                     |
| <i>19</i> | 10:00 a.m. | Managing the Prosecutor’s Office: Ethical Issues, Professional Responsibility and Dealing with the Media |
|           | 11:30 a.m. | Adjourn  |

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