

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

Event #

	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.	The High-Profile Case: Impact on the Office and Effective Solutions to Navigate the Legal and Administrative Challenges
	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

THURSDAY, SEPTEMBER 13th

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

Event #

- 14 8:30 a.m. A Prosecutor's Guide to Social Media Survival: Proactive Strategies to Deal with Social Media
- 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
- 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 and Administrative Professionals
- 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 #

- 18 8:30 a.m. Beyond Disciplinary Actions—Hiring and Firing Decisions and Protocol
- 19 10:00 a.m. Managing the Prosecutor's Office: Ethical Issues, Professional Responsibility and Dealing with the Media
- 11:30 a.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.