NATIONAL DISTRICT ATTORNEYS ASSOCIATION



OFFICE ADMINISTRATION COURSE

October 28-November 1, 2019 Savannah, Georgia **SCHEDULE OF INSTRUCTION**

Nametags must be worn to all events

MONDAY, OCTOBER 28TH

		Coffee and tea available from 7:45 a.m. until consumed
Event	#	
	8:00 a.m.	Registration
	8:30 a.m.	Welcome and Orientation
1	8:45 a.m.	Redefining Leadership, Office Culture and Diversity
	10:15 a.m.	Break
2	10:30 a.m.	Encouraging and Motivating Administrative Professionals
	11:30 a.m.	Lunch (on your own)
3	1:00 p.m.	I'm Newly Elected / Appointed - What Next? Crafting an Organizational Plan for your Administration
	2:00 p.m.	Refreshment Break
4	2:15 p.m.	Panel: Criminal Justice Reform and the Prosecutor's Office
	3:30 p.m.	Break
5	3:45 p.m.	Intelligence Lead Prosecution in Offices Smaller (and Poorer) than Manhattan
	4:45 p.m.	Adjourn -5:00 p.m 6:30 p.m. Networking Mixer

TUESDAY, OCTOBER 29TH

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

Event #

6 8:15 a.m. Utilizing Technology to Increase Productivity and Efficiency

In the Office and Persuasion in Trial

10:15 a.m. Break

Event #7a Event #7b

Effective Evaluation Tools for

Attorneys

Diversion Programs

12:00 p. m. Lunch (on your own)

Event #8a Event #8b

1:15 p.m. Hitting the Campaign Trail Effective Evaluation Tools for

Administrative Professionals

2:30 p.m. Refreshment Break

9 2:45 p.m. Conviction Integrity Units

4:15 p.m. Adjourn

WEDNESDAY, OCTOBER 30TH

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

Event #

10 8:30 a.m. Preparing for the Media Attack: High Profile Cases, Crisis, Social and

Traditional Media Best Practices

10:30 a.m. Break

11 10:45 a.m. Show Me the Money: Practical Solutions for Budget Challenges

12:15 p.m. Adjourn

THURSDAY, OCTOBER 31ST

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

Event #

12	8:30 a.m. 9:45 a.m.	Panel: Innovative Office Programs Break	
		Event #13a	Event #13b

10:00 a.m. The Changing Face of Discrimination Strategies for Securing Funding and Law (Title VII, ADEA, USERRA Meaningful Assessments

and the Constitution)

11:30 a.m. Lunch (on your own)

> *Event #14a Event #14b*

1:00 p.m. Workplace Employment Issues: The Usual Suspects: Recruiting,

FMLA, FLSA and ADA Interviewing, and Retaining

Attorneys

2:30 p.m. Refreshment Break

15 Supervisory and Personnel Problems: Think Tank 2:45 p.m.

4:45 p.m. Adjourn

FRIDAY, NOVEMBER 1ST

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

Event #

16 8:30 a.m. Hiring and Firing Decisions and Protocol

17 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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