

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 #

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| | 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 (<i>on your own</i>) |
| 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. <i>Networking Mixer</i> |

WEDNESDAY, OCTOBER 30TH continued

12 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 #

13 8:30 a.m. Panel: Innovative Office Programs

9:45 a.m. Break

10:00 a.m.	<i>Event #14a</i> The Changing Face of Discrimination Law (Title VII, ADEA, USERRA and the Constitution)	<i>Event #14b</i> Strategies for Securing Funding and Meaningful Assessments
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11:30 a.m. Lunch (*on your own*)

1:00 p.m.	<i>Event #15a</i> Workplace Employment Issues: FMLA, FLSA and ADA	<i>Event #15b</i> The Usual Suspects: Recruiting, Interviewing, and Retaining Attorneys
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2:30 p.m. Refreshment Break

16 2:45 p.m. Supervisory and Personnel Problems: Think Tank

4:45 p.m. Adjourn

FRIDAY, NOVEMBER 1ST

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

Event #

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| <i>17</i> | 8:30 a.m. | Hiring and Firing Decisions and Protocol |
| <i>18</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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