



COURSE AGENDA

Office Administration Course

September 19 – 22, 2022
The Francis Marion Hotel

Charleston, SC

CAROLINA BALLROOM

*Attendees must wear their name tags to all events.
Please turn off cell phones during all sessions.*

TENTATIVE AGENDA*

DAY 1: Monday, September 19, 2022

Coffee and tea available from 7:45 AM until consumed

8:00 AM	Check-in and Registration	<i>Carolina Ballroom Foyer</i>
8:30 AM – 8:45 AM	Welcome and Orientation	<i>Carolina Ballroom</i>
8:45 AM – 10:15 AM	The New Normal: Re-Defining your Concept of Organizational Structure for your Administration <i>Jennifer Joyce and Susan Ryan</i>	
10:15 AM – 10:30 AM	Break	
10:30 AM – 11:30 AM	Walking in Our Shoes – Encouraging and Motivating Administrative Professionals <i>Angel Williamson Pendleton</i>	
11:30 AM – 1:00 PM	Lunch (<i>on your own</i>)	
1:00 PM – 2:15 PM	Proactive Initiatives for Community Outreach and Criminal Justice Reform <i>Honorable Sherry Boston and Honorable Monique H. Worrell</i>	
2:15 PM – 2:40 PM	Refreshment Break	
2:40 PM – 3:40 PM	Carolina Ballroom A The Revolving Door of Staff Flight: Successful Retention Strategies <i>Honorable Sherry Boston</i>	Carolina Ballroom B Unique Techniques for Administrative Professionals Supervising and Working Collaboratively with Attorneys <i>Angel Williamson Pendleton</i>
3:40 PM – 4:00 PM	Break	



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4:00 PM – 5:15 PM	Panel - Techniques for Implementing Diversity, Equity, and Inclusion <i>Facilitators -Jennifer Joyce and Susan Ryan</i> <i>Panelists: Nigel Farinha, Honorable Monique H. Worrell, Honorable Sherry Boston, Honorable Mike Dougherty, Angel Williamson Pendleton</i>	
5:15 PM	Adjourn for the day	
5:30 PM – 6:30 PM	Champagne and Piano Reception	<i>Lobby Level</i>

DAY 2: Tuesday, September 20, 2022

Coffee and tea available from 8:00 AM until consumed

9:00 AM – 10:30 AM	Using Technology to Maintain a Productive Workforce <i>Kenn Kern</i>	
10:30 AM – 10:50 AM	Break	
10:50 AM – 12:15 PM	Carolina Ballroom A Effective Evaluation Tools for Attorneys; On-site and Remote Workers <i>Honorable Mike Dougherty</i>	Carolina Ballroom B Utilizing Technology to Analyze Data for Administrative Goals <i>Melba Pearson</i>
12:15 PM – 1:30 PM	Lunch (<i>on your own</i>)	
1:30 PM – 2:45 PM	Carolina Ballroom A Hitting the Campaign Trail: The Impact on your Office <i>Honorable Monique H. Worrell</i>	Carolina Ballroom B Effective Evaluation Tools for Administrative Professionals <i>Angel Williamson Pendleton</i>
2:45 PM – 3:00 PM	Refreshment Break	
3:00 PM – 4:15 PM	Carolina Ballroom A The Usual Suspects: Recruiting, Interviewing and Retaining Diverse Staff <i>Nigel Farinha</i>	Carolina Ballroom B Personal Use of Social Media for those in a Prosecutor's Office <i>Justin Braun</i>
4:15 PM	Adjourn for the day	



COURSE AGENDA

DAY 3: Wednesday, September 21, 2022

Coffee and tea available from 8:00 AM until consumed

8:15 AM – 10:00 AM	Preparing for the Media Attack: Best Practices for Utilizing Traditional and Social Media When the \$%@* Hits the Fan <i>Jennifer Joyce and Susan Ryan</i>	
10:00 AM – 10:15 AM	Break	
10:15 AM – 11:45 AM	Carolina Ballroom A Implicit Bias and Defending Claims of Discrimination (Title VII, ADEA, USERRA and the Constitution) <i>Brandon Newton</i>	Carolina Ballroom B Financial Dilemma's – Layoffs, Furloughs, Revision of Job Duties: Strategies for Securing Funding and Meaningful Assessments <i>Honorable Mike Dougherty</i>
11:45 AM – 1:00 PM	Lunch (<i>on your own</i>)	
1:00 PM – 2:30 PM	Carolina Ballroom A Adhering to Federal Mandates: FMLA, FLSA and ADA <i>Brandon Newton</i>	Carolina Ballroom B Bullies, Trolls and other Toxins: How to Combat Negativity in the Office <i>Jennifer Joyce and Susan Ryan</i>
2:30 PM – 2:45 PM	Refreshment Break	
2:45 PM – 4:45 PM	Supervisory and Personnel Issues Think Tank: Revising Office Policies for our New Normal: Technological, Geographical and Productivity Concerns <i>Facilitators: Jennifer Joyce and Susan Ryan</i> <i>Panelists: Kenn Kern; Melba Pearson, Brandon Newton ; Honorable Monique H. Worrell</i>	
4:45 PM	Adjourn for the day	



COURSE AGENDA

DAY 4: Thursday, September 22, 2022

Coffee and tea available from 8:00 AM until consumed

8:30 AM – 10:00 AM	Managing Disciplinary Matters and Averting Litigation <i>Brandon Newton</i>
10:00 AM – 10:15 AM	Break
10:15 AM – 11:30 AM	Managing the Prosecutor's Office: Ethical Issues and Professional Responsibility <i>Justin Braun</i>

Adjourn

* Please note that this is a tentative schedule. Course titles and content may be subject to change

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.