



**Wednesday, September 16, 2015**

SCSBA Training Center | Columbia, SC

*Co-sponsored by Boykin & Davis, LLC | Duff, White & Turner, LLC | Geiger Carolinas  
| Lorick Office Products | M. B. Kahn Construction Co., Inc.*

- 9 - 9:30 a.m.                    **Registration and continental breakfast**
- 9:30 - 9:45 a.m.                **Welcome and purpose**  
Scott T. Price, Esquire, *SCSBA Executive Director*
- 9:45 - 10:45 a.m.              **Social media: The good, the bad, and the ugly**  
Ever wonder what could happen if you don't give social media the respect it deserves? Learn the latest tips on using the top social media sites wisely and effectively, and witness some of the pitfalls of misusing social media. Also learn tips on social media etiquette for the workplace.  
Jennifer Baxley, *Adjunct Faculty, Midlands Technical College*
- 10:45 - 11 a.m.                 **Break**
- 11 - 11:30 a.m.                 **Understanding FOIA**  
The purpose and intent of the SC Freedom of Information Act is to ensure the performance of public business in an open and public manner. Over the past year, both the General Assembly and the Supreme Court have addressed issues dealing with the state's sunshine laws. This session will cover legislative amendments to the statute as well as case law clarifying what public bodies are required to do to comply with the statute.  
Dr. Tiffany N. Richardson, *General Counsel, SCSBA Director of Policy and Legal Services*
- 11:30 a.m. - 12 p.m.            **I've fallen and I can't get up!**  
What should employees do when they have an injury on the job? Who do they call? What guideline should be followed? What will be paid? How is it decided? Why is it important for you to know this information in your role as an Administrative Assistant in the district? You will get the answers to these questions and more in, I've fallen and I can't get up.  
Tara Jones Martin, *SCSBIT Workers' Compensation Claims Analyst*
- 12 - 12:45 p.m.                 **Lunch (included in registration)**
- 12:45 - 1:15 p.m.              **Unsession Topics**  
We have asked you to identify topics that you would like to discuss with your colleagues across the state. In this session, we will explore how each other handle challenges and share successes. Join the discussion on:
- Meeting minutes matter
  - The Board is always right. Right?
  - What agenda?
- Gwen J. Hampton, *MSW, CMP, SCSBA Director of Leadership Development*

1:15 - 1:30 p.m.

**Break**

1:30 - 3 p.m.

**Putting YOU first**

YOU FIRST! To read, say or hear those words sounds selfish to many. However, it's difficult to lend support to others when you are not taking care of yourself. It's very easy to serve and assist others to the point of being burned out. For many, work does not end at 5 p.m., but it lingers into the wee hours of the night. How do you balance the professional and personal work? This session will provide specific strategies on how to destress, better assist others, become more energetic and enthusiastic all while putting YOU FIRST!

*Schrendria Robinson, MPH, CHES, Professional Speaker, President, Clear Vision Seminars & Consulting*

3 - 3:30 p.m.

**Workshop closing**



**Jennifer Baxley**



**Dr. Tiffany N. Richardson**



**Tara Jones Martin**



**Schrendria Robinson**