



**Thursday, September 18, 2014**

SCSBA Training Center | Columbia, SC

**Co-sponsored by: Boykin & Davis, LLC | Childs & Halligan, P.A. | 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**  
Gwen J. Hampton, *SCSBA Director of Leadership Development*  
Sandy Poole, *SCSBA Program Associate to Leadership Development*
- 9:45 - 10:45 a.m.      **A Short Course in Effective Meeting Management, Minutes and More**  
Managing the many hats worn by administrative professionals is challenging – let SCSBA assist you in meeting those challenges. This session gives a refresher on the do's and don'ts of effective meeting management. Bring your toughest questions...we have an answer! Can an agenda be changed at the last minute? Do you have to allow public comment at board meetings? What exactly should the minutes include? Should you tape your board meetings? Learn the answers to these and many more questions.  
Dr. Paul Krohne, *SCSBA Executive Director*  
Tiffany Richardson, *SCSBA Director of Policy and Legal Services*
- 10:45 - 11 a.m.      **Break**
- 11 - 11:30 a.m.      **The Winds of Change**  
Accepting that change is inevitable is one of the first steps to daily happiness. Acceptance, combined with a positive attitude, make change and transition easier to deal with. There are many opportunities that present themselves as a result of changes in our lives. Finding that opportunity amongst the challenge is the key. In this session, you will learn how to consciously embrace change and transition in both personal and professional settings.  
Georgette Council, *Executive Assistant to the Superintendent and Secretary to the Board of Trustees, Richland Two*
- 11:30 a.m. - 12 p.m.      **Less Paper, More Efficiency: Tools to Simplify Your Job**  
How much time do you spend standing at the copier? Do you need a hand truck to deliver your board packets? Are those huge policy manuals weighing you down? Having the right tools can make a huge difference in the way you spend your day. In this session, you will observe how two tools can make your work with the school board more efficient while saving time and money.  
Tiffany Richardson, *SCSBA Director of Policy and Legal Services*
- 12 - 1 p.m.      **Lunch (Included in registration)**
- 1 - 3 p.m.      **Is Your (Leadership) Style in Fashion?**  
Like the fashion industry, the way you lead others brands who you are. In this session, participants will learn how their styles of communication and attitude impact the people around them. Is the way you are behaving the latest trend in leadership success? Expect to be challenged by this interactive session that makes you think about how you act regardless of title.  
Betty Parker, *President, Sharper Solutions Development, Inc.*
- 3 - 3:30 p.m.      **Workshop Closing**