



**Wednesday, September 20, 2017**

SCSBA Training Center | Columbia, SC

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## **Being an Administrative Professional: A walk in the park**

- 9 - 9:30 a.m.                    **Registration and continental breakfast**
- 9:30 - 9:45 a.m.                **Welcome**  
Scott T. Price, *SCSBA Executive Director*
- 9:45 - 10:45 a.m.              **Use your superpower: Untangling the meeting maze**  
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 and FOIA. 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. Bring your toughest questions...we have an answer!  
Dr. Tiffany N. Richardson, *General Counsel and Director of Policy and Legal Services, SCSBA*
- 10:45 - 11:15 a.m.              **A short course in parliamentary procedure**  
In this session we will review the basics of parliamentary procedure. What do you need to know to assist your board?  
Dr. Tiffany N. Richardson, *General Counsel and Director of Policy and Legal Services, SCSBA*
- 11:15 - 11:30 a.m.              **Break**
- 11:30 a.m. - 12:15 p.m.        **Halt! Who goes there? The office professional as gatekeeper**  
Learn tips and strategies from veteran administrative professionals on how to manage the delicate dance of being the gatekeeper of the district office.  
Georgette Council, *Executive Assistant to the Superintendent, Richland School District Two*  
Patricia Pringle, *Assistant to the Superintendent, Allendale County Schools*
- 12:15 - 1 p.m.                 **Lunch (included in registration) and door prizes**
- 1 - 2 p.m.                        **Charge ahead: Rev up your personal & professional performance**  
In this interactive and engaging workshop, participants step through a simple process to yield big gains in their professional and personal lives.  
Paulette Cunningham, *Owner, Phenomenal Communications, LLC*
- 2 - 2:15 p.m.                  **Break**
- 2:15 - 3 p.m.                   **Charge ahead: Rev up your personal & professional performance, continued**
- 3 - 3:30 p.m.                  **Workshop closing**  
Gwen Hampton, *MSW, CMP, Director of Leadership Development, SCSBA*



**Dr. Tiffany N. Richardson**



**Georgette Council**



**Patricia Pringle**



**Paulette Cunningham**