

## First Year Attendees Institute

<b>Sunday</b> October 24, 2010	<b>Monday</b> October 25, 2010	<b>Tuesday</b> October 26, 2010	<b>Wednesday</b> October 27, 2010	<b>Thursday</b> October 28, 2010	<b>Friday</b> October 29, 2010
	<b>7:00am – 8:00am</b> Registration and Continental Breakfast	<b>7:00am – 8:00am</b> Continental Breakfast	<b>7:00am – 8:00am</b> Continental Breakfast	<b>7:00am – 8:00am</b> Continental Breakfast	<b>7:00am – 8:00am</b> Continental Breakfast
	<b>8:00am – 8:30am</b> Welcome Session				
	<b>8:30am – 11:30am</b> “History of the clerk” <b>Ruth Hodges Fraser</b>	<b>8:00am – 11:30am</b> “F.O.L.A.” <b>Maria Everett</b>	<b>8:00am – 11:30am</b> “Records Management” <b>Dick Harrington</b>	<b>8:00am – 11:30am</b> “Introduction to Ethics” <b>Dr. Ziegenfuss</b>	<b>8:00am – 10:30am</b>
	<b>11:30am – 12:00pm</b> Assessment Work	<b>11:30am – 12:00pm</b> Assessment Work	<b>11:30am – 12:00pm</b> Assessment Work	<b>11:30am – 12:00pm</b> Assessment Work	<b>10:30am – 11:00am</b> Wrap Up and Farewell
	<b>12:00pm – 1:00pm</b> Luncheon	<b>12:00pm – 1:00pm</b> Luncheon	<b>12:00pm – 1:00pm</b> Luncheon	<b>12:00pm – 1:30pm</b> Recognition Luncheon	
	<b>1:00pm – 2:40pm</b> Administration of Meetings” <b>Ruth Hodges Fraser</b>	<b>1:00pm – 4:30pm</b> Navigating Gender Issues in Today’s Workplace and Community <b>John Johnson/ Anna Famuliner</b>	<b>1:00pm – 2:40pm</b> “Dealing with Difficult People” (Employee/ Public) <b>Cheryl Foreman</b>	<b>1:30pm – 5:00pm</b> “Web 2.0” <b>Kevin Fairley</b>	

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	<b>2:40pm – 2:50pm</b> <b>Break</b>	<b>4:30pm – 5:00pm</b> Assessment Tool Memo Work	<b>2:50pm – 4:30pm</b> “Assessment Work”	<b>5:00pm – 5:30pm</b> Assessment Work	
	<b>2:50pm – 4:30pm</b> Parliamentary Procedure <b>Michael Wagner- Diggs</b>		<b>4:30pm – 5:00pm</b> Evening Reception	<b>5:00pm – 5:30pm</b> Assessment Work	
	<b>4:30pm – 5:00pm</b> Assessment Work				