



CALIFORNIA STATE SHERIFFS' ASSOCIATION FOUNDATION (CSSAF)
Administrative Assistants/Sheriff's Secretary Seminar
 SEPTEMBER 19-22, 2022 ALAMEDA COUNTY
 TENTATIVE AGENDA

TIME	EVENT	LOCATION
Monday, September 19, 2022		
2:00-3:00pm	COMMITTEE MEETING This is not open to seminar attendees. If you would like to apply to be a member of the Administrative Assistant's Committee, please contact Mishel Hinojoza at mhinojoza@calsheriffs.org	
5:00-6:30pm	ATTENDEE REGISTRATION & WELCOME RECEPTION	
Tuesday, September 20, 2022		
7:30-8:00am	ATTENDEE REGISTRATION	
8:00-8:30am	WELCOME CEREMONY Host: Sheriff Greg Ahern, Alameda County Committee Chairs: Sheriff Bill Pooley, Chairman, Tuolumne County Sheriff Tom Ferrara, Co-Chairman, Solano County Moderators: Administrative Assistant's Committee Presentation of Colors: Alameda County Sheriff's Office Color Guard Pledge of Allegiance	
8:30-10:00am	ICE BREAKER Moderators: Administrative Assistant's Committee	
10:00-12:00pm	MENTORING Speaker: TBD	
12:00-2:00pm	NETWORKING LUNCH (WITH FM)	
2:00-3:00pm	HUMAN RESOURCES Speaker: HR Chief Alysia Evans, Alameda County Sheriff's Office	
3:00-5:00pm	MENTAL HEALTH/WELLNESS Speaker: Youth and Family Services Manager Kelly Glossup, Alameda County Sheriff's Office	
5:30pm	TENTATIVE NETWORKING EVENT Additional information will be sent closer to the trainings.	
Wednesday, September 21, 2022		
6:30am	OPTIONAL: HITT WORKOUT Crystal Anderson, Administrative Assistants Committee member, is a licensed Personal Trainer and will lead the workout. Additional information will be sent out closer to the training.	
8:30am-12:30pm	MICROSOFT SHORTCUTS Speaker: Derek Crawford, Owner, Software Solutions Team	
12:30-2:30pm	LUNCH ON YOUR OWN	
2:30-3:00pm	ROUNDTABLE Moderators: Administrative Assistant's Committee	
3:00-4:00pm	SHERIFF PANEL Speakers: Sheriff Bill Pooley, Tuolumne County Sheriff Tom Ferrara, Solano County Sheriff Greg Ahern, Alameda County	
4:00-5:00pm	WORKING WITH DIFFICULT PERSONALITIES Speaker: TBD	



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TIME	EVENT	LOCATION
Thursday, September 22, 2022		
9:00am-11:00am	TRANSITIONING TO A NEW SHERIFF/ADMINISTRATION Speakers: TBD	
11:00am-12:00pm	ROUNDTABLE- WRAP UP Moderators: Administrative Assistant's Committee	