

# 2022 ACSA CLASSIFIED EDUCATIONAL LEADERS INSTITUTE



## CELEBRATION: 50 STRONG



APRIL 11 – 13, 2022

THE GARLAND HOTEL | NORTH HOLLYWOOD

The Classified Educational Leaders Institute is an event designed for leaders in:

- Business/fiscal services
- Human resources/personnel
- Maintenance/operations
- Custodial, technology, facilities and student services/instructional, including confidential and administrative assistants.

### SHARE

We are back in person and ready to network with our job-alike peers from throughout the state.

### CELEBRATE

Let's commend classified staff and leaders for the crucial school functions they perform and recognize their contributions to ACSA's 50 years of success.

### SERVE

Learn best practices and strategies from classified leader experts on how to provide excellent service to our customers — California's students.

This 1.5 day institute is an opportunity to get together, share information, and learn about current issues and trends. Presenters from various fields of expertise will share strategies and useful techniques to assist in providing students in California with a first-class education.

**REGISTER TODAY:** [bit.ly/classifiedleaders2022](https://bit.ly/classifiedleaders2022)

# Topics Covered

- Best Practices for Office Personnel
- Conducting Workplace Investigations
- Fitness for Duty
- How to Handle Difficult Behavior in the Workplace
- Workplace Conflict Resolution Skills
- How to Motivate Employees and Improve Performance
- Preparing for an Interview
- Conducting Reference checks
- Managing and Monitoring Employee Leaves
- Facilities Management
- Evaluations
- Tools and Techniques learned during COVID
- Technology

# Keynote Speakers



**Martin Cisneros**  
The TechProfe



**Kathy Espinoza**  
AP Keenan



**Steve Bollar**  
"Stand Tall Steve"

# Conference at a Glance

## MONDAY, APRIL 11

6:00 – 8:00 PM Registration & CELebration  
Welcome Reception .....Courtyard

## TUESDAY, APRIL 12

7:00 AM – 4:00 PM Registration & Information .....Courtyard  
7:00 – 9:00 AM Continental Breakfast .....Garland Ballroom  
9:00 – 10:30 AM Welcome & Opening Session .....Garland Ballroom  
10:30 – 10:45 AM Break  
10:45 AM – 12:00 PM General Session .....Garland Ballroom  
12:00 – 1:00 PM Lunch ..... Beverly Park  
1:15 – 2:30 PM Breakout Sessions. .... Various Rooms  
2:30 – 2:45 PM Break  
2:45 – 4:00 PM Breakout Sessions. .... Various Rooms  
5:00 – 6:00 PM Urban Walk: The Brady Bunch House  
6:00 – 8:00 PM Reception ..... Beverly Park

## THURSDAY, APRIL 13

7:00 – 8:00 AM Continental Breakfast &  
Raffle Drawings .....Garland Ballroom  
8:00 – 9:15 AM Breakout Sessions. .... Various Rooms  
9:15 – 9:30 AM Break  
9:30 – 10:45 AM Breakout Sessions. .... Various Rooms  
10:45– 11:15 AM Break – Hotel Checkout  
11:15 AM – 12:45 PM General Session ..... Garland Ballroom  
12:45– 1:00 PM Box Lunch/Raffle Prize  
Drawings/Adjournment ..... Garland Ballroom

### \*SCHEDULE SUBJECT TO CHANGE

### REGISTRATION FEES:

**ACSA MEMBER: .....\$329**  
**NON-MEMBER: .....\$599**  
**TEAM RATE (3 OR MORE): .....\$299**

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