



AGENDA ADMINISTRATIVE TRAINING COURSE

Instructor: Keane Menefee

July 27-28, 2020

Course Host: Arlington Animal Services

Course Cost: \$150/Student, non-refundable, credit card or checks made out to Keane Menefee and mailed to 2208 Woodland Oaks Dr, Arlington, TX 76013 or call 817-996-1452 to pay by credit card...\$5 credit card convenience charge. No refunds, only class credit for a future course.

To register visit www.Pet-Tactical.org

Location: Arlington Animal Services, 1000 S.E. Green Oaks Blvd. Arlington, TX 76018

Date: Monday, July 27th and Tuesday, July 28th, 2020

Time: 8:00a.m. – 5:00p.m., 7 CE's per day for a total of 14 Continuing Education Credit Hours for the Complete Course

Administrative:

- Shelter Promotion/ Social Marketing
 - Advertising
 - Facebook/Twitter/YouTube
- Volunteers
 - SOP
 - Budget
 - Training
- Agency Website Development
- Performance Management & Accountability
 - Staff Benchmarks
 - Evaluations
 - Employee Recognition
- Operating Policies, Procedures & Training
- Working with Your Advisory Board or Board of Directors
- Job Descriptions and Staffing Levels for Your Agency
- How to Reduce Staff Turnover and Improve Morale
- Hiring/Firing/Disciplinary Procedures in the Animal World
 - Interview Questionnaires & Tests
- Budget 101 for Animal Shelters



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- City Ordinances
 - Evaluation of Current Ordinance
 - Ordinance Research & Development
 - Working w/ Legal
 - Public Process
 - Implementation
 - Progressive Ordinances

- Public & Media Relations

- Statistical Tracking and Analysis
 - Agency Goals
 - Asilomar Accords