



AGENDA  
**ADMINISTRATIVE TRAINING COURSE**

Instructor: Keane Menefee

January 25-26, 2021

Course Host: Arlington Animal Services

**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](http://www.Pet-Tactical.org)

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

**Date:** Monday, January 25<sup>th</sup> and Tuesday, January 26<sup>th</sup>, 2021

**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



## AGENDA

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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

#### ***COVID-19 Course Precautions:***

- The course will be limited to 20 participants to space attendees apart. If you are not comfortable attending trainings right now and have pre-paid, you will be given a credit for a future course.
- Face masks/protection is recommended
- Frequent washing/sanitizing of hands
- Anyone presenting any signs or symptoms of illness will be asked to leave and reschedule for a future course.
- Symptoms Include:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19 in the previous 14-days
  - If you have been diagnosed with COVID-19, the following three criteria must be met before attending training:
    - ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
    - ✓ The individual has improvement in symptoms (e.g., cough, shortness of breath);
    - ✓ At least 10 days have passed since symptoms first appeared