



CLASSIFIED ADMINISTRATOR BOOT CAMP

OCTOBER 21, 2019

Puget Sound Educational Service District

800 Oakesdale Ave SW Renton, WA 98057

TIME	SESSION TOPIC	FOCUS/OUTCOME
7:30-8:00	REGISTRATION and WELCOME	
8:00 – 10:30	ABC's of Human Resources for the Classified Administrator	Basic understanding of Human Resources soft skills such as: <ul style="list-style-type: none"> • The difference between discipline and evaluation • Crucial conversations • Setting expectations • Changing the culture • Transitioning from employee to supervisor
10:30-10:45	BREAK	
10:45-12:00	HR 101: Overview of School Human Resource Leadership Responsibilities	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Training • Performance evaluation, discipline, termination • Employee rights • Collective Bargaining Agreements
12:00-12:45	LUNCH	
12:45-3:00	HR 101: Overview of School Human Resource Leadership Responsibilities - Continued	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Training • Performance evaluation, discipline, termination • Employee rights • Collective Bargaining Agreements