



# Office Professional Training

**October 26, 2022 - Wednesday**

**Bancorp South Arena**

**375 E Main St, Tupelo, MS 38804**

## Agenda

- 8:00 Registration & Welcome
- 9:00 Introduction to Asset Management—Joshua Currie, Mississippi Rural Water Association
- 10:00 Visit the Exhibit Hall
- 11:00 Employee Handbook, Evaluations, Hiring and Firing—Cecilia Garris, Mississippi Rural Water Association  
**Please bring your Employee Handbook**
- 12:00 Lunch
- 1:00 Fair Labor Standards Act—Nichole Williams, US Department of Labor
- 2:00 Consumer Confidence Report and Annual Report—Charles Shultis, Mississippi State Department of Health
- 3:00 Budgeting and the Audit Process—Joshua Currie, Mississippi Rural Water Association
- 4:00 Adjourn

OPTR Credits: Office Mgt-(5); Finance- (3); W/WW (2); Legal- (3); Personnel- (2); Personal- (1)

Please pre-register a week prior to class date. There is a \$125.00 registration fee for this class. MsRWA members have 2 member benefits to attend Offices Professional Training each year at no charge.

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Use Member Benefit: \_\_\_\_\_

Payment Enclosed: \_\_\_\_\_

Name: \_\_\_\_\_ System/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

Send form with payment to MsRWA, 5400 N Midway Rd, Raymond, MS 39154 / Fax: 601.857.2434

For more information call MsRWA at 601.857.2433

**If mailing payment after August 30, 2022, please send payment to our new address at 172 Country Place Pkwy, Pearl, MS 39208**