ADMIN CERTIFICATION PROGRAM

Q & A

1. **What is the Admin Certification Program?**

   The Admin Certification Program is a program that was designed for the professional development of Admin Professionals in an Office Support Role. In addition to development, this program offers admins opportunities to network and earn a certification in their profession.

2. **Is this program only for Admins in an Office Support Role?**

   No. While this program was designed for admins in an Office Support Role, this program is open to anyone who can benefit from the courses being presented.

3. **Is there a cost associated with this program?**

   This program is made available with your registration to the SW Parks Conference.

4. **What type of courses will be available?**

   Courses have been designed with 5 specific Core Values: **Accountability**, **Innovation**, **Integrity**, **Leadership**, and **Stewardship**. Each course presented will reflect a core value.

5. **What else should I know about this program?**

   This program is a 2-year program. Year 1 will revolve around courses reflecting the 5 Core Values listed in Question 4. Year 2 will provide advanced Microsoft training – Word, Excel, PowerPoint, and Outlook.

67th Southwest Park and Recreation Training Institute
February 5 – 8, 2024

Admin Certification Program Outline

	Course Description	Presented By:
Monday, February – 6th	**Public Speaking and Presentation Skills**	Chris Borthick, Oklahoma City Community College
	Effective Interpersonal Communication	Chris Borthick, Oklahoma City Community College
	Admin Roundtable Discussion	
	Course Description	**Presented By:**
Tuesday, February – 7th	**Being a Team Player**	Indian Capital Technology Center Muskogee, OK
	Performance Management	Indian Capital Technology Center Muskogee, OK
	Stress Management	Indian Capital Technology Center Muskogee, OK
	Employee Morale – The Key to Success	Berenice Espinosa, Dallas Park and Recreation Department

If you have any questions, please contact Berenice Espinosa @ berenice.espinosa@dallas.gov or at 214-670-8862.