

Elected Registers of Deeds School

January 22-24, 2020

School of Government, The University of North Carolina at Chapel Hill

Wednesday, January 22

- 9:30 – 10:30 **Register Responsibilities**
Charles Szypszak
- 10:30 – 10:45 Break
- 10:45 – 12:00 **Making Decisions and Exercising Discretion**
Charles Szypszak
- 12:00 – 1:00 Lunch provided on site
- 1:00 – 2:00 **Personal Leadership and Managing Conflict**
Peg Carlson
- 2:00 – 2:15 Break
- 2:15 – 3:00 **Personal Leadership and Managing Conflict (cont.)**
- 3:00 – 3:45 **Finding Statutes, Legislation, and Regulations**
Charles Szypszak
- 3:45 – 4:30 **Group Discussions: Effective Staff Development and Training**
Charles Szypszak

Thursday, January 23

- 9:00 – 10:30 **Public Employment Law**
Diane Juffras
- 10:30 – 10:45 Break
- 10:45 – 12:00 **Technology Support Oversight**
Charles Szypszak
- 12:00 – 1:00 Lunch provided on site
- 1:00 – 2:30 **Budgeting**
Whitney Afonso

2:30 – 2:45 Break
2:45 – 4:30 **Liability and Litigation**
 Trey Allen

Friday, January 24

9:00 – 10:15 **Information and Records Management**
 Emily Roscoe

10:15 – 10:30 Break

10:30 – 12:00 **Reading Deeds and Plats**
 Charles Szypszak

12:00 – 1:00 Lunch provided on site

1:00 – 2:15 **Ethics**
 Charles Szypszak

2:15 – 2:30 Break

2:30 – 2:45 **Reflection Paper Assignment**
 Charles Szypszak

2:45 – 3:00 Break

3:00 – 4:00 **Exam**

February 28: Deadline for submission of reflection paper