

# Workshops



## Wednesday, April 26

1:15 p.m.-2:30 p.m. Early Bird Workshop 1  
Canva Beginner  
Cyber Security  
Record Retention  
Ins and Outs of Social Media  
The Journey (The Value of One Life)

2:45 p.m.-4:00 p.m. Early Bird Workshop 2  
Canva Advanced  
Cyber Security  
Energized, Effective & Efficient  
New to the Office  
Ins and Outs of Social Media  
Using Volunteers in the Church Office

## Thursday, April 27

9:30 a.m.-10:45 a.m. Workshop 1  
Canva Beginner  
Church Benevolence-Guidance for Church Benevolence Ministry  
Federal Tax Update-Financial Track 1  
Policies & Procedures Protect Ministry & Prevent Poor Precedents  
Record Retention

11:00 a.m.-12:15 p.m. Workshop 2  
Canva Advanced  
Church Security -Standards for Church Security  
For Such A Time As This: Renewed & Refreshed Women of the Bible  
Selected Church Policies-Financial Track 2  
Using Volunteers in the Church Office

1:45 p.m.-3:00 p.m. Workshop 3  
Church Benevolence-Guidance for Church Benevolence Ministry  
Communicating with Monkeys  
For Such A Time As This: Renewed & Refreshed Women of the Bible  
Internal Controls-Financial Track 3  
Publisher Beginner

3:15 p.m.-4:30 p.m. Workshop 4  
Church Security -Standards for Church Security  
Communicating with Monkeys  
Defined (Who God says you are)  
Publisher Advance  
Energized, Effective & Efficient

**Financial Track**-You can either choose to stay in this track for Workshop 1, 2 and 3 on Thursday or you can choose whichever topic(s) you need

**Friday, April 28**

9:30 a.m.-10:45 a.m. Workshop 5

Disaster Preparedness  
Excel Beginner  
Ministering in times of crisis  
Policies & Procedures Protect Ministry & Prevent Poor Precedents  
QuickBooks Online Basics

11:00 a.m.-12:15 p.m. Workshop 6

Disaster Preparedness  
Excel Advanced  
Explore The Word: Verse Mapping  
Using Volunteers in the church office  
QuickBooks Online Basics

1:45 p.m.-3:00 p.m. Workshop 7

Associational Office Ministry Assistants  
Single Office Ministry Assistants  
Two+ Office Ministry Assistants  
State Convention Office Ministry Assistants  
Desiring to be a NAMA officer