



memorandum

DATE: May 5, 1994
TO: Glen Palman, John Hehman, Lydia Pelegrin, Abel Mattos
FROM: Emily Huebner *Emily Huebner*
SUBJECT: Coordinating with the CADs

Thanks for a good meeting this morning and confirmation of the value of our informal CADs/CED discussions. As agreed, I am forwarding copies of Center workshops and programs, FJC Clerks' Education Advisory Committees, and the 1993 education and training responsibilities interagency agreement.

We look forward to meeting with you again on Friday, July 15 at 10:00. Since we talked about the benefits of including Donna Stienstra in future meetings, I have talked with her so that she can include this date in her planning.

In the meantime, if we can be of further help, please do not hesitate to call.

Attachments

cc: Bob Lowney
Scott Liddle
Fred Russillo
Donna Stienstra

FEDERAL JUDICIAL CENTER
SCHEDULED
COURT EDUCATION DIVISION SEMINARS AND WORKSHOPS

UPDATED APRIL 15, 1994

In addition to the programs listed here, the division expects to provide funding or technical assistance to over 790 programs that court personnel themselves will arrange and schedule.

<u>Date</u>	<u>Location</u>	<u>CED Contact</u>	<u>Seminar</u>	
Oct. 17-20	Denver, CO	SRS	Regional Seminar for 8th & 10th Circuit Experienced Probation & Pretrial Services Officers	67
Oct. 25-26	Omaha, NE	DOM	Pilot - Probation and Pretrial Services Officers Working with Mentally Ill Offenders	19
Oct. 26-Nov. 4	Baltimore, MD	KAL-RL	Orientation Seminar for New Probation and Pretrial Services Officers	48
Nov. 2-5	Baltimore, MD	MB	Supervisory Skills Seminar for Supervising Probation and Pretrial Services Officers	37
Nov. 8-9	Phoenix, AZ	DOM	Pilot - Probation and Pretrial Services Officers Working with Mentally Ill Offenders	22
Nov. 15-19	Baltimore, MD	MM	Training for Trainers - Pretrial Services Supervision	30
Nov. 15-19	Kansas City, MO	MES	Regional Seminar for Participants in the Leadership Development Program	38
Nov. 17-19	Ft. Lauderdale, FL	CW-ST	Workshop for Chief Deputy Clerks on Putting Effective Learning Skills to Work	43
Nov. 22-24	San Francisco, CA	BA	Pilot - Employee Relations	7
Nov 30-Dec	Washington, DC	JB-BA-AL	Pilot - Conducting Effective On-the-Job Training	21
Dec. 1-2	St. Louis, MO	CW-ST	Pilot - Putting Effective Learning Skills to Work	20
Dec. 3	St. Louis, MO	CW-ST	Pilot - Putting Effective Learning Skills to Work	20
Jan. 2-7	Rancho Mirage, CA	MES	Regional Seminar for the Leadership Development Program	39
Jan. 5-7	Ft. Lauderdale, FL	JFR	Workshop on Strategic Planning for U.S. Bankruptcy Courts	40
Jan. 9-12	Orlando, FL	SRS	Regional Seminar for 4th & 11th Circuit Experienced Probation & Pretrial Services Officers	62
Jan. 9-14	Baltimore, MD	DOM	Training for Trainers - Working with Mentally Ill Offenders	24
Jan. 10-13	Baltimore, MD	MES	Leadership Development Workshop (Phase I)	51
Jan. 10-14	Washington, DC	DH	Training for Trainers - Presentation Skills	21
Jan 24-27	Washington, DC	DH	Training for Trainers - Maximizing Productivity/Process Improvement	13
Jan. 25-Feb. 3	Baltimore, MD	KAL-RL	Orientation Seminar for New Probation and Pretrial Services Officers	79

This list reflects Center plans as of April 15, 1994. Substitutions, cancellations, and additional programs are possible, due primarily to budget adjustments and requests from participating courts or their personnel. Most of the programs designated as "tentatively scheduled" will occur.

Federal Judicial Center, Court Education Division Seminars and Workshops, FY94 as of 4/15/94

Jan. 31-Feb. 4	Washington, DC	JAR	Workshop for Newly Appointed Training Specialists	25
Feb. 9-10	San Francisco, CA	MES-KT	Pilot - Managing the Technical Professional	14
Feb. 9-10	Cincinnati, OH	CW-ST	Pilot - Putting Effective Learning Skills to Work	16
Feb. 11	Cincinnati, OH	CW-ST	Pilot - Putting Effective Learning Skills to Work	14
Feb. 14-18	Baltimore, MD	MM	Training for Trainers - Pretrial Services Supervision	29
Feb. 17	Baltimore, MD	KLLJFR	Conducting Exit Interviews	15
Feb. 28-Mar. 2	Boston, MA	SRS	Regional Seminar for 1st 2nd & 3rd Circuit Experienced Probation/Pretrial Services Officers	62
March 2-4	Washington, DC	CW-ST	Appellate Case Management Workshop	53
March 3-4	San Antonio, TX	MESMB	Negotiation Skills for Executives	19
March 7-8	Washington, DC	KT	Training for Trainers - Workplace Skills for Non-Supervisors	8
March 14	Butte, MT	CW-ST	Pilot - Putting Effective Learning Skills to Work	6
March 14-16	Kansas City, MO	DG	Workshop for Satellite Librarians & Deputies-in-Charge	78
March 15	Butte, MT	CW-ST	Pilot - Putting Effective Learning Skills to Work	4
March 16	Butte, MT	BL	Pilot - Role Negotiation	13
March 17-18	San Francisco, CA	BMA	Pilot - Maximizing Productivity/Process Improvement for Probation	11
March 23	Raleigh, NC	MES	Pilot - Praxis Assessment Tool	7
March 24-25	Boston, MA	JB	Pilot - Adaptive Manager	20
April 10-13	Rancho Mirage, CA	EH-ML	Seminar on Juror Utilization & Management	42
* April 18-22	Baltimore, MD	MM	Training for Trainers - Pretrial Services Supervision	30
* April 19-22	Austin, TX	SRS	Regional Seminar for 5th Circuit Experienced Probation & Pretrial Services Officers	62
* April 25-27	Philadelphia, PA	BL	Pilot - Financial Investigations	25
April 25-29	Ft. Lauderdale, FL	JFR-BF	Workshop for National Court Management	282
* April 25-29	Baltimore, MD	MB	Managing Group Dynamics	20
* April 27-29	Lexington, KY	KAL	Pilot - Enhanced Supervision Best Practices	20
May 2-5	Denver, CO	KT	Regional Workshop for New Supervisors	45
May 9-10	Seattle, WA	JB	Pilot - Adaptive Manager	20
* May 10-11	Brooklyn, NY	BA	Pilot - Maximizing Productivity/Process Improvement for Bankruptcy	
* May 15-18	Denver, CO	SRS	Seminar for Officers Supervising Native Americans	32
May 17-18	San Francisco, CA	DG	Workshop for Judges' Secretaries	110
May 18-20	Washington, DC	DH	Maximizing Productivity-Phase 1 T4T	18
May 19-20		MES-KT	Workshop on Managing the Technical Professional	20
* May 23	Washington, DC	JB	On-Line Seminar for Experience Court Training Specialist	10
May 23-25	Washington, DC	JFR	Workshop for Senior Women Court Executives	45
* May 23-24	Brooklyn, NY	BMA	Pilot-Maximizing Productivity/Process Improvement for Bankruptcy	
* May 25-26		MB-MS	Workshop on Negotiation Skills	25
* May 31-June 9	Baltimore, MD	KAL-RL	Orientation Seminar for New Probation and Pretrial Services Officers	45
* June	Baltimore, MD	BL	Pilot - Enhanced Supervision: Self-Assessment	9
* June	Baltimore, MD	BL	Pilot - Enhanced Supervision: Self-Assessment	25

*Denotes tentatively scheduled programs.

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Federal Judicial Center, Court Education Division Seminars and Workshops, FY94 as of 4/15/94

	June 1-3	Sacramento, CA	DH	Pilot-Maximizing Productivity/Phase 1 for District Courts	75
*	June 1-5	Baltimore, MD	KL	Enhanced Supervision - Best Practices	20
*	June 6-10	Dallas, TX	KT	Training for Trainers - Front-Line Leadership & Workplace Skills for Non-Supervisors	11
*	June 6-10	Baltimore, MD	FT	Court Managers - Leadership Development Program	51
*	June 9-10	Boston, MA	JB-AL	Pilot-Conducting Effective OJT	
	June 9-10	Minneapolis, MN	DH	Pilot - Maximizing Productivity/Process Improvement for Bankruptcy	
*	June 12-17	New Orleans, LA	MB	Management Skills Workshop for First-Line Supervisors	43
*	June 15	Washington, DC	JB	On-Line Seminar for Experienced Court Training Specialist	10
*	June 14-17	Baltimore, MD	BL	Pretrial Services: Gaining Court Support	20
*	June 16-17	Madison, WI	JB	Pilot-Adaptive Manager	20
	June 22-23	Napa, CA	JR-BA	Strategic Training Plan-Chiefs of Probation & Pretrial for 8th, 9th, 10th Circuits	90
*	June 27-28	Washington, DC	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	June 27-30	Rancho Mirage, CA	JAR	Workshop for Experienced Training Specialists of the 9th Circuit	42
*	June 26-July 1	Rancho Mirage, CA	DH	Training for Trainers-Maximizing Productivity	45
*	June 30	Alexandria, VA	CW-ST	Pilot - Putting Effective Learning Skills to Work	30
*	July	Baltimore, MD	KAL	Training for Trainers - New Officer	45
*	July 5-8	Salt Lake City, UT	DH	Pilot - Maximizing Productivity- Phase 1/Probation & Pretrial	
*	July 18	Los Angeles, CA	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	July 19	Los Angeles, CA	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	July 18-22		MES-KT	Training for Trainers - Managing the Technical Professional	20
*	July 21-22	Los Angeles, CA	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	July 25	Phoenix, AZ	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	July 25-29	Washington, DC	DH	Court Orientation to Maximizing Productivity	14
*	July 26	Phoenix, AZ	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	July 27-28	Albuquerque, NM	CW-ST	Pilot-Putting Effective Learning Skills to Work	20
*	Aug.	Baltimore, MD	BL	Pilot - Supervision Case Management	15
*	Aug.		SRS	Regional Seminar for 6th & 7th Circuit Experienced Probation & Pretrial Services Officers	60
*	Aug. 8-9	Chicago, IL	ST	Workshop for Judges' Secretaries	65
*	Aug. 8-12	Baltimore, MD	MS	Regional Seminar for Participants in the Leadership Development Program	35
*	Aug. 15-19	Baltimore, MD	MB	Supervisory Skills Seminar for Supervising Probation and Pretrial Services Officers	35
*	Aug. 11-12	Denver, CO	CW-ST	Pilot - Putting Effective Learning Skills to Work	25
*	Aug. 15-19	Washington, DC	JAR	Workshop for Newly Appointed Training Specialists	25
*	Aug. 21-26	Snowmass, CO	MCV-FT	Management Institute for Ch. Deputy Clerks & Deputy Chief Prob/Pretrial Svcs Officers	31
*	Aug. 22-26	Washington, DC	JB/AL	Training for Trainers - Conducting Effective OJT	40
*	Aug. 22-26	Baltimore, MD	BL	Training for Trainers - Home Confinement	20
*	Aug. 23-	Baltimore, MD	KAL-RL	Orientation Seminar for New Probation and Pretrial Services Officers	90
*	Sept.	Baltimore, MD	DF	Training for Trainers - Transfer of Learning	12
*	Sept. 19-23	Washington, DC	JB	Training for Trainers - Adaptive Manager	15
	Sept. 26-30	Buffalo, NY	FT	Future Search	90

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CED Staff Contacts (outside callers do not use extension numbers)

BA	Barbara Anderson	273-4104 x 336	KAL	Kate Lynott	273-4115 x 326
MB	Michael Berney	273-4100 x 318	MM	Mark Maggio	273-4115 x 327
JB	Jim Buchanan	273-4104 x 340	DOM	Denise Orlando Morningstar	273-4104 x 336
DF	Denise Flaim	273-4115 x 331	JAR	Joy Richardson	273-4104 x 337
DG	Denise Glover	273-4122 x 309	JFR	Judy Roberts	273-4122 x 307
DH	David Hendrickson	273-4104 x 338	MES	Michael Siegel	273-4100 x 317
EH	Emily Huebner	273-4110 x 302	SRS	Suzanne Sigona	273-4115 x 328
RL	Royce Lane	273-4115 x 330	ST	Susan Thurman	273-4122 x 311
KLL	Kelly Langdon	273-4122 x 314	FT	Fran Toler	273-4100 x 319
DL	David Leathery	273-4115 x 324	KT	Kerri Tortora	273-4100 x 320
AL	Angela Long	273-4104 x 344	MCV	Marilyn Vernon	273-4100 x 316
BL	Bob Luke	273-4115 x 325	CW	Claudine Weatherford	273-4122 x 310
ML	Marianne Lockett	273-4110 x 301			

*Denotes tentatively scheduled programs.

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FJC Clerks' Education Advisory Committees

Appellate

Clerk Len Green (6th. Circuit), Chair
Chief Deputy Patrick Fisher (10th Circuit)
Chief Deputy Jan Yates (6th Circuit)
Circuit Librarian Kay Duley (5th Circuit)
Appellate Senior Staff Attorney Kathy Lanza (1st Circuit)
Assistant Circuit Executive Terri Nafisi (9th Circuit)

District

Clerk Stuart O'Hare (IL, SD), Chair
Clerk Gerri Crockett (IN, ND)
Clerk Robert Ditrolio (TN, WD)
Clerk Nancy Mayer-Whittington (DC)
Clerk Geri Smith (OH, ND))
Clerk Jack Wagner (CA, ED)
District Court Executive John Shope (GA, ND)
Chief Deputy Stephen Ehrlich (CO)

Bankruptcy

Clerk Ellen Johanson (ND), Chair
Clerk Patrick Dewane (MN)
Clerk Mollie Jones (MS, SD)
Clerk Barry Lander (CA, SD)
Clerk Bernie McCarthy (MT)
Clerk Frances Rios de Moran (PR)
Clerk George Vannah (NH)
Chief Deputy Don Allelujka (IL, ND)
Bankruptcy Administrator Travis Bedsole

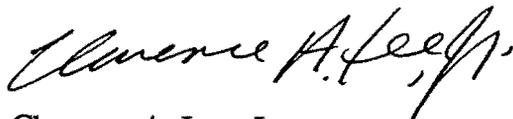
April 2, 1993

MEMORANDUM TO AO AND FJC STAFFS

SUBJECT: Education and Training Responsibilities

Both the Federal Judicial Center and the Administrative Office provide education and training to the courts. The attached agreement, developed cooperatively by the staffs of each agency and endorsed by both directors, reaffirms the allocation of educational responsibilities set out in a 1990 joint agency agreement*, and specifies particular elements of inter-agency cooperation designed to maximize the amount and quality of education we provide to the courts while avoiding unnecessary duplication of effort.

We are sending copies of this agreement to court advisory groups that help both agencies in their educational planning, so they are aware of the division of educational responsibility and the means by which we shall cooperate with one another in providing educational services.



Clarence A. Lee, Jr.
Associate Director, AO



Russell Wheeler
Deputy Director, FJC

Attachment

cc: As noted

* Administrative Office-Federal Judicial Center Task Force on Third Branch Education and Training and Their Management, **REPORT**, November 30, 1990

Administrative Office/Federal Judicial Center Agreement

In November 1990, the Administrative Office (AO) and Federal Judicial Center (FJC) directors adopted a joint agency report defining both agencies' education and training responsibilities. That report, which is still policy, emphasizes the need for cooperation and interdependence of the AO and FJC in order to respond to training and education needs of the courts. AO and FJC staff should observe this policy as well as the following implementing principles.

1. The overriding objective is to provide federal court personnel the education and training they most need, in the most effective and economical manner, without unnecessary duplication of effort. The FJC's responsibilities include, but are not limited to, education for judges about substantive legal issues, for judges and senior staff about theories and techniques of court and case management, and programs in other areas that need its skills. The AO's education and training responsibilities include ensuring the proper performance of the many administrative and operational duties vested by statute in the AO director and delegated by him to court personnel.

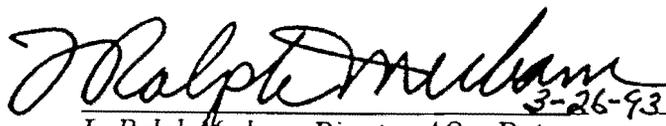
2. The FJC, as the federal courts' primary educational agency, can provide AO training personnel with educational services on matters within FJC competence, consistent with other FJC responsibilities. "Services" include, as appropriate, advice on the most cost-effective educational techniques, prototype curriculum design, and preparation of educational materials. The AO will normally turn first to the FJC for such services, thus avoiding duplication of effort. FJC services that the AO accepts or AO services that the FJC accepts are appropriate objects of reimbursement.

3. As a result of the AO director's statutory responsibility to supervise all administrative matters delegated to the courts, the AO serves as a chief source of authority for required administrative and management practices; the FJC normally turns first to the AO as a source of advice and of authority for these practices in the development and delivery of court training.

4. Full inter-agency communication, coordination, and exchange of information is essential:
(a) Both agencies should regularly supply each other with updated lists of all planned educational offerings. "Offerings" include, but are not limited to, courses, defined as traditional seminars and workshops. (b) Both should extend to appropriate personnel the opportunity to participate in all general and specific education planning sessions. (c) Both should ensure that the training needs assessment processes incorporate the views of court personnel as well as views of the AO and FJC. (d) Both should take special care not to present conflicting or incorrect information about the other's responsibilities, programs or operations.

5. The planning of national, regional, and local programs should promote cost-effective forums that either agency may use. If add-on sessions create additional costs, they are to be funded by the agency requesting the add-on session.

Signatures:


L. Ralph Meacham, Director, AO Date 3-26-93


William W. Schwarzer, Director, FJC Date 4/2/93