

Proposed Agenda

- 1. CED Update - Emily Huebner

Clerks' Office Programs - Judy Roberts
Management Programs - Marilyn Vernon
In-Court Programs - Barbara Anderson
Other reports of interest - Invited Staff

Research Division - Donna Stienstra

- Case Assignment System - Admin/Info regarding late 60's change in Judiciary System

- 2. CADs Update

Appellate - John Hehman/Leeann Rosner
Bankruptcy - Glen Palman/Mary Louise Mitterhoff - MARY FATCHER
District - Lydia Pelegrin/Lori Rini
Policy - Fred Russillo

- 3. Discussion of current issues affecting the courts

FACILITIES IDENTIFICATION/DESCRIPTION OF STATES
USFS PARTICIPANTS AT JTFCS
GAO STUDY OF COURTROOM UTILIZATION
NAPA - Culture, language of Admin. impact on level of level
BOB FAGIOLI - on-line Craft
PACIFIC - CJRA - ON TOPIC - Draft in June; Final Report - Confirmed with extension on Dec. Report to Congress
ADR; MAC FEEDBACK; OCM

- 4. Setting date of next coordination meeting - Emily Huebner

Education Div. can identify training that has been given to individual districts

with 15 County
can be done
Carol M.
01/10(?)

CJRA
NAPA - Ct Gov; INTERCOM. LIAISON; cooperative strategy for Admin Service.
SPACETRAILWAYS DIV.
Admin Service.
Belmont

- Rented Court Buildings
(Mention 81833) Report
GAO Study on Courtroom Utilization -
- Case assignment
- May & June Judge Interpretation

End of copy; early May
- May 1st

VIDEO in Future of Bankruptcy
being mailed out
FACILITIES IN ALL DISTRICTS
JUDICIAL HARASSMENT FOR STAFF - 188000
ISSUE
CJ TRAINING SPECIALISTS WORKSHOPS
PERFORMANCE MEASUREMENT

NO/FTC

2-7-96

NO/FTC Rec'd



Center FY 96 Programs for Court Managers

(Categories of programs to develop skills of court managers.)

*PLANNING for Prof. - Mgmt System in Place
Skill Levels of Managers
Today Force
ALOT in
Quality*

Senior Court Executives

*Employee
attachment*

Mid-Level Managers

*has Employee
attachment
w/ commitment
PERSONAL Mgr. a
Joy Disposition
call on outside
the court*

- The Adaptive Manager
- Administrative Managers*
- Appellate Case Management
- Video Seminar*
- Capital Case Management*
- Court Interpreters*
- Leadership Development Programs:
 - Federal Court Managers*
 - Probation & Pretrial Services Officers
- Negotiation Skills
- Operations Managers*

*PERMISSIONS ARE APPROPRIATE:
- TAKENHOLDING ASSES
GOALS STRATEGICAL
- ON- LINE CONF
- PROBLEM SOLVING
EXERCISES
- IMPROVE IN
THESE DISTRICT
- PAPER SUBMISSION*

- ADR Implementation
- Bankruptcy Administrators: Workshop on Leadership Dealing with Fraud*
- Bankruptcy Clerks, Chief Deputies, and Bankruptcy Administrators Wkshp.
- Effective Case Management
- Executive Team Development
- Juror Utilization and Management Wkshp.
- New Court Unit Executives Workshop*
- On-Line Conferences:
 - Case Flow Management
 - Maximizing Productivity: Teams and TQS*
- Probation and Pretrial Services:
 - Effective Practices:
 - Case Management**
 - Enhanced Supervision
 - PTS Communication
 - Enhanced Supervision Self-Assessment
 - National Conference for Chief Probation/Pretrial Officers
 - On-line Conference:
 - Chiefs Educational Exchange
- Senior Executive Forum*
- Strategic Planning

First-Line Supervisors

- Applied Supervision
- FrontLine Leadership
- Learning to Lead*
- New Supervisor's Checklist*
 - Probation & Pretrial Services Officers
- New Supervisor's Survival Kit*
- On-Line Conference:
 - Probation/Pretrial Office Management*
- Supportive Leadership
- Team Leadership

*MANAGED - with
resources,
TQM*

Packaged Programs and Resource Guides for All Supervisors:

- Automated Network Services
- Computer Assisted Guide:
 - Supervising in the Court: Tips for Success*
- Diversity Guide for Assessment & Training
- Exit Interviews
- Facilitating Successful Meetings
- HIV Training for Federal Court Managers
- Managing Employee Relations
- Managing the Technical Professional
- Probation and Pretrial Services
 - Search and Seizure for Officers
- Performance Management*
- Sexual Harassment Awareness for Managers*

Maximizing Productivity

Management strategies to increase productivity and work satisfaction: team-based management, total quality service and process improvement

* New Program Offered in FY96



Center FY 96 Programs for Non-Supervisors

Court Personnel:

Achieving Balance

Computer Assisted Programs:

- Fed. Rules of Civ. Procedure
- Fed. Rules of Bank Procedure and the U.S. Bankruptcy Code*

Customer Service

Deputy Clerks—Making a Difference

First-Line Safety*

HIV Training for Court Personnel

Introducing the New Code of Conduct for
Judicial Employees*

Judges' Secretaries: Maintaining Your
Competitive Edge*

Learning Effectiveness

Managing Disagreements Constructively*

Newly Appointed and Experienced Court Training
Specialists Wkshps.

On-Line Conference:

Experienced Court Training Specialists*

Presentation Skills

Put It In Writing

Quality Improvement Programs*

Sexual Harassment Awareness for Staff*

Structured On-the-Job Training

Tailored MBTI Programs

Team Effectiveness

Team Leadership

Working

Probation and Pretrial Services Personnel:

Financial Investigation Strategies

First-Line Safety

HIV Training for Officers

In-District Training Guide for New Officers

Officer Safety—Strategies for Survival

Orientations

Special Needs Offenders*

Supervising Substance-Abusing Offenders

Systems Impact Seminars for Experienced
Officers

Testifying Skills

Understanding The Changing Role of Probation &
Pretrial Services Clerks

FEDERAL JUDICIAL CENTER
 COURT EDUCATION DIVISION SEMINARS AND WORKSHOPS
 SCHEDULED FY-96*
 (Updated February 6, 1996)

In addition to the programs listed here, the division expects to provide funding for delivery of approximately 900 FJC in-district programs.

<u>Date</u>	<u>Location</u>	<u>CED Contact</u>	<u>Seminar</u>
<u>1995</u>			
Oct. 23-27	St. Louis, MO	BA	Training for Trainers - Managing Employee Relations
Oct. 30 - Nov. 1	Baltimore, MD	JR	Workshop for Clerks and Chief Deputy Clerks of the U.S. Bankruptcy Courts
Nov. 12-17	Baltimore, MD	NF/DOM	Orientation Seminar for U.S. Probation and Pretrial Services Officers
Nov. 13-17	Baltimore, MD	BL	Supervisory Skills Seminar for New Probation and Pretrial Supervisors
Nov. 27-30	Washington, DC	FT	Court Manager Leadership Development Program, Phase 4
Nov. 27-Dec. 1	Baltimore, MD	KR	Training for Trainers - Learning to Lead
Dec. 4-7	Washington, DC	STS	Training for Trainers - Judges Secretaries: Maintaining Your Competitive Edge
Dec. 4-7	Chicago, IL	KAL/DOM	Systems Impact Seminar for Experienced Officers in the 6th and 7th Circuits
Dec. 4-8	Baltimore, MD	MES	Workshop and Recognition Program for the 1993-96 Class of the Leadership Development Program
Dec. 6-8	Washington, DC	DH	Maximizing Productivity Orientation
<u>1996</u>			
Jan. 21-26	Baltimore, MD	NF/BL	Orientation Seminar for U.S. Probation and Pretrial Services Officers
Feb. 5-8	Charleston, SC	KL/DOM	Systems Impact Seminar for Experienced Officers in the 4th and 11th Circuits
Feb. 5-9	Washington, DC	AL	Workshop for Newly Appointed Court Training Specialists
Feb. 22-23	Boston, MA	RF	Ensuring Effective Case Flow Management Workshop (1st, 2nd, and 3rd Circuits)
* March	Washington, DC	DH	Advanced Training for Trainers - Team-Based Management
March 11-12	San Francisco, CA	JR	Executive Team Development Workshop for U.S. Bankruptcy Courts
* March 25-28	Washington, DC	JB	Training for Trainers - Sexual Harassment Awareness
March 25-28	Hartford, CT	KL/DOM	Systems Impact Seminar for Experienced Officers in the 1st, 2nd, and 3rd Circuits
* April	TBD	MES	Training for Trainers - Learning to Lead
* April	Washington, DC	FT/MCV	Training for Trainers - Team Leadership/Team Effectiveness
* April 1-4	Washington, DC	JB	Training for Trainers - Sexual Harassment Awareness
* April 14-19	Baltimore, MD	NF/BL	Orientation Seminar for U.S. Probation and Pretrial Services Officers
April 15-16	Memphis, TN	JR	Executive Team Development Workshop for U.S. District Courts
Apr. 29 - May 1	Miami, FL	EH	Juror Utilization and Management Seminar
* May	Washington, DC	DH	Seminar for Advanced Team-Based Management Court Units
* May	Philadelphia, PA	AL	Workshop for Experienced Training Coordinators
May 1-3	Washington, DC	DH	Maximizing Productivity Orientation
May 9-10	Mobile, AL	RF	Bankruptcy Administrator Workshop on Leadership in Dealing with Fraud
* May 13-17	Washington, DC	JAR	Training for Trainers - Frontline Leadership/Working
* May 20	Miami, FL	DG	Workshop for Court Interpreters
* June	Cleveland, OH	AL	Workshop for Experienced Training Coordinators
* June 2-7	Baltimore, MD	NF/BL	Orientation Seminar for U.S. Probation and Pretrial Services Officers
* June 13-14	TBD	JAR	Pilot - Performance Management Package
* June 17-19	Miami, FL	RF	Strategic Planning Workshop (Bankruptcy Courts)

*Denotes tentatively scheduled programs. This list reflects Center plans as of February 6, 1996. 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.

* June 27-28	TBD	JAR	Pilot - Performance Management Package
June 27-29	New Orleans, LA	DL	National Conference for Chief Probation and Pretrial Services Officers
* July	Las Vegas, NV	AL	Workshop for Experienced Training Coordinators
* July	Cleveland, OH	RF	Ensuring Effective Case Flow Management Workshop (DC, 4th and 6th Circuits)
* July 14-19	Baltimore, MD	NF/DOM	Orientation Seminar for U.S. Probation and Pretrial Services Officers
July 22-24	New Orleans, LA	DG	Workshop for Operations Managers of the U.S. Courts
* July 22-26	TBD	MV	Senior Court Executive Forum
* Summer	TBD	MES	Seminar for Leadership Development Program, Class 3 (Phase 2)
* August 5-7	Miami, FL	JR/STS	Capital Case Management Workshop
* August 5-8	TBD	KAL/DOM	Systems Impact Seminar for Experienced Officers
* August 19-23	Washington, DC	AL	Workshop for Newly Appointed Training Coordinators
* Sept. 4-6	Kansas City, MO	EH	Alternate Dispute Resolution Workshop
* Sept. 8-13	Baltimore, MD	NF/DOM	Orientation Seminar for U.S. Probation and Pretrial Services Officers
* Sept. 9-12	Washington, DC	FT/MCV	Workshop for New Court Unit Executives
* Sept. 16-19	TBD	KAL/DOM	Systems Impact Seminar for Experienced Officers
* Sept. 17-19	Washington, DC	CW	Appellate Case Management: Case Closings (Video Seminar originates in Washington, DC and will be telecast in 12 remote sites)
* September	Washington, DC	KL	Training for Trainers - Deputy Clerks-Making a Difference
* September	TBD	RF/STS	Workshop for Administrative Managers

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

BA	Barbara Anderson	273-4104 x 336	BL	Bob Luke	273-4115 x 325
MB	Michael Berney	273-4100 x 318	KAL	Kate Lynott	273-4115 x 326
JB	Jim Buchanan	273-4104 x 340	MM	Mark Maggio	273-4115 x 327
RF	Robert Fagan	273-4122 x 308	DOM	Dennise Orlando-Morningstar	273-4115 x 330
NF	Nancy Filsoof	273-4115 x 332	JAR	Joy Richardson	273-4104 x 337
DG	Denise Glover	273-4122 x 309	JR	Judy Roberts	273-4122 x 307
DH	David Hendrickson	273-4104 x 338	MES	Michael Eric Siegel	273-4100 x 317
EH	Emily Huebner	273-4110 x 300	STS	Susan Thurman Slade	273-4122 x 311
KL	Kelly Langdon	273-4122 x 314	FT	Fran Toler	273-4100 x 316
DL	David Leathery	273-4115 x 324	MV	Marilyn Vernon	273-4100 x 316
AL	Angela Long	273-4104 x 344	CW	Claudine Weatherford	273-4122 x 310

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