



Seminar for

**Judges'
Secretaries**

July 19 - 20, 1979

Washington, D.C.

AGENDA

THURSDAY, JULY 19

Morning Session

9:00 OPENING REMARKS AND INTRODUCTIONS

*Kenneth C. Crawford
Director, Continuing Education
and Training*

9:10 YOUR ROLE AS A MEMBER OF THE "EXECUTIVE TEAM":
understanding basic management concepts ...
planning, organizing, directing, controlling;
how to act as an effective buffer for the judge.

*James F. Davey
Clerk
United States District Court
District of Columbia*

10:30 INTERMISSION

10:45 DEVELOPING YOUR ADMINISTRATIVE POTENTIAL:
recognizing the importance of goals; how to
set goals; integrating your goals with those
of others; controlling your performance to
achieve the desired results.

*Howard Newman
Management Consultant
Washington, D. C.*

12:00 LUNCHEON INTERMISSION

Afternoon Session

1:30 AVOIDING COMMUNICATION BREAKDOWN: what
communication is all about; content; process;
barriers of communication; principles of

effective listening; providing timely and effective feedback; giving feedback to a judge; the part communication plays in public relations.

*Paula Pointer
Consultant
Birmingham, Alabama*

3:00 INTERMISSION

3:15 EFFECTIVE TIME MANAGEMENT: building an awareness of time; recognizing and preventing procrastination; recognizing and handling interruptions; scheduling and planning time; six major rules to follow in time management.

*Elizabeth C. Brennan
Educational Assistant
The Federal Judicial Center*

4:30 ADJOURNMENT

FRIDAY, JULY 20

Morning Session

9:00 PUBLIC RELATIONS: the court's image to the public; how to handle the press and/or the public; ethical considerations.

Paula Pointer

10:30 INTERMISSION

10:45 FEDERAL RULES OF PROCEDURE: purpose of Civil and Appellate Rules; relationships to statutes and local rules of court; time tables for motions, pleadings and judgements; removal and remand.

*John Chastain, Attorney
General Counsel's Office
Administrative Office of the
United States Courts*

12:00 LUNCHEON INTERMISSION

Afternoon Session

1:30 SPEEDY TRIAL: procedural time limits that govern the three states of criminal prosecution; critical dates that mark progress of criminal proceedings; important "Speedy Trial" record keeping.

*Norbert Halloran
Speedy Trial Coordinator
Administrative Office of the
United States Courts*

2:30 INTERMISSION

2:45 POTPOURRI OF PROBLEMS AND SOLUTIONS: a question and answer period of miscellaneous subjects or significant problems; participants are encouraged to deliver questions to the moderator.

MODERATOR *John W. Sisson, Jr.
Chief
Management Training Branch
Continuing Education
and Training*

PANELISTS *James F. Davey
Paula Pointer*

4:30 ADJOURNMENT