



Workshop for

**TRAINING COORDINATORS
OF THE FOURTH AND
TENTH CIRCUITS**

June 27-29, 1988
St. Louis, Missouri

WORKSHOP OBJECTIVES

As a result of this workshop, participants will be able to:

1. Design and use effective training materials.
2. Effectively use the training aids and resources available through the Federal Judicial Center and other agencies and organizations.
3. Plan and coordinate court training programs, including conducting needs assessments, utilizing in-house and Center resources, developing creative delivery options, and completing logistical details.
4. Design and use appropriate methods to evaluate training.
5. Prepare and deliver effective training presentations.
6. More effectively work with court managers and supervisors to understand and motivate employees.
7. Assist fellow employees in coping with change.
8. Develop a network of local training contacts and resources.

WORKSHOP
FOR
TRAINING COORDINATORS
OF THE
4TH AND 10TH CIRCUITS

JUNE 27-29, 1988
ST. LOUIS, MISSOURI

Honorable John C. Goldbold
Director, The Federal Judicial Center
Washington, D.C.

Daniel L. Skoler
Director, Division of Continuing
Education and Training
The Federal Judicial Center
Washington, D.C.

- 3:15 **SUCCESSFUL TRAINING:** This session features a structured small-group discussion of the most successful program, or project conducted or coordinated by each training coordinator.

Discussion Leaders:

Mary Alice Preston
Deputy-in-Charge of the
Divisional Office
U.S. Bankruptcy Court
Western District of Virginia
Lynchburg, Virginia

Susan Smith
U.S. Probation Officer
Eastern District of Virginia
Richmond, Virginia

Ms. Vernon

- 4:30 **ADJOURNMENT**

TUESDAY, JUNE 28

MORNING SESSION

- 8:30 **COORDINATING COURT TRAINING PROGRAMS:** This session considers several of the specific components needed in the coordination of court training programs. Included among the components are: techniques for assessing training needs and developing annual training plans; strategies for promoting initiatives within the organization, and for utilizing in-house, community and Center resources. Also considered are the specifics of

creative training delivery options, of contracting with consultants, selecting off-site facilities, scheduling training, and of coordinating training in divisional offices.

Gary R. Crooks
Senior U.S. Probation Officer
District of Colorado
Denver, Colorado

Ms. Preston

Michael Ruhnow
Chief Deputy Clerk
U.S. District Court
Northern District of Texas
Dallas, Texas

10:00 INTERMISSION

10:15 **EFFECTIVE PRESENTATION SKILLS:** This session provides an overview of strategies for preparing and delivering effective presentations, including a discussion of organization, voice, tone and speed of delivery.

Mr. Siegel

11:15 **CONCURRENT SESSIONS:** Participants will attend the session they pre-selected.

A. **EVALUATING TRAINING:** This session provides an overview of evaluation strategies and methods.

Jack Fagan
Consultant
Broomfield, Colorado

- B. PRACTICUM IN EFFECTIVE PRESENTATIONAL SKILLS: In this session participants will prepare and deliver four-minute videotaped presentations on topics of their choice. Constructive feedback will be provided to all presenters.

Mr. Siegel

12:30 LUNCHEON INTERMISSION

- 1:45 MOTIVATING EMPLOYEES IN THE PUBLIC SECTOR: This session will provide a review of the principles and assumptions of the major theories of motivation. Also included is the application of motivation theory to practice in the public sector.

Frederick Clifton Thayer, Jr.
Professor
Graduate School of Public and
International Affairs
University of Pittsburgh
Pittsburgh, Pennsylvania

4:00 ADJOURNMENT

WEDNESDAY, JUNE 29

MORNING SESSION

- 8:30 THE ROLE OF TRAINING IN THE CHANGE PROCESS: The session provides an understanding of the change process and the reasons people resist change. Also

considered are ways to deal with the sources of resistance and of using training as a strategy for change.

William Albert
President
Human Service Associates
Mesa, Arizona

10:15 INTERMISSION

10:30 PRACTICUM IN INTRA-DISTRICT RESOURCE DEVELOPMENT AND NETWORKING: In this session, participants will meet in work-groups by district to outline the training needs of the constituency each represents, identify common needs to develop a district-wide training agenda; identify potential local resources for training; and discuss how best to maintain high levels of communication within the district.

Facilitator

Mr. Siegel

11:10 GROUP REPORTS

11:45 COMMITMENT TO ACTION:

Mr. Siegel

12:30 CLOSING REMARKS AND ADJOURNMENT:

Mr. Siegel



THE DOLLEY MADISON HOUSE

One of Washington's most historic buildings, this house was built in 1820 and purchased by President Madison in 1828. Following his death in 1836, Mrs. Madison moved from their Virginia home, Montpelier, to return to this house and the Washington life she loved so much. She died here in 1849. From 1851 to 1881, this was the home of Rear Admiral Charles Wilkes, U.S.N., and his family; later, it was occupied by the Cosmos Club. In 1940 it was purchased by the United States Government. Refurbishing was completed in the fall of 1968, and it was formally dedicated as the headquarters of the Federal Judicial Center on November 1, 1968, by Chief Justice Earl Warren.

**Workshop for Training Coordinators of the
Fourth and Tenth Circuits**
A program of the Federal Judicial Center