

Federal Judicial Center

New Supervisors' Development Program

Thurgood Marshall Federal Judiciary Building · One Columbus Circle NE · Washington, DC · March 31-April 3, 2015

- A G E N D A -

Program Educational Objectives

By the conclusion of Tier 2, participants will be able to:

- Recognize legal responsibilities related to being a supervisor or manager.
- Identify how emotions influence decision making.
- Identify ways to use emotions to build effective work relationships.
- Apply Leadership Domain Strength to working and leading respectfully within a team.
- Build effective work teams that tap the potential of members.
- Employ the giving and receiving constructive feedback processes with employees, colleagues, and superiors.
- Engage direct reports in meaningful conversations and provide actionable feedback.
- Identify effective coaching techniques.
- Determine when it is appropriate and inappropriate to delegate responsibilities and tasks.
- Employ the five steps in the delegation of tasks process.
- Implement the four follow-up action steps with direct reports and superiors in regards to the execution of tasks and duties.
- Identify the importance of documentation.
- Employ the Fact, Objectives, Solutions, Actions (FOSA) methodology to the documentation of employee performance.
- Implement the constructive feedback model during employee performance discussions.
- Apply the progressive discipline steps for documenting work activities accurately and fairly.
- Identify and be able to apply techniques to address difficult situations.
- Develop productive working relationships with management colleagues.

Optional Educational Objectives

- Identify your leadership strengths and ways to work around your leadership weaknesses.
- Implement techniques for cultivating managerial courage.
- Identify techniques for encouraging employees to reach their full potential.

Monday, March 30, 2015 (Faculty Day)		
8:30 – 9:00 a.m.		Light Breakfast and Networking Time <i>(FJC Training Room AB)</i>
9:00 – 12:15 p.m.		FJC and Faculty Coaches Session <i>(FJC Training Room AB)</i>
12:15 – 1:45 p.m.		* * * R e f u e l * * *
1:45 – 4:30 p.m.		FJC and Faculty Coaches Session, Cont. <i>(FJC Training Room AB)</i>

Monday, March 30, 2015 (Participants Arrive)		
6:30 - 7:30 p.m.		“No Host” Participant Welcome <i>(Art & Soul Lounge in the Liaison Hotel Lounge)</i>

Tuesday, March 31, 2015

7:00 – 7:50 a.m.	Program Check-in • Sign up for Knowledge ExChanges and No Host Thursday Night Dinner Groups. <i>(outside FJC Auditorium, Thurgood Marshall Federal Judiciary Building)</i>	
7:00 – 7:50 a.m.	Developing Your Judiciary Network (Participant Challenge) Light Breakfast <i>(outside FJC Auditorium)</i>	<ul style="list-style-type: none"> Develop productive working relationships with management colleagues.
8:00 – 8:20 a.m.	Welcome and Outline of Road Ahead <i>(FJC Auditorium)</i> <i>Dana Przesmitzki, Education Specialist, Federal Judicial Center</i>	<ul style="list-style-type: none"> Review what to expect for week. Discuss the link between Tier 1 activities and Tier 2 program design.
8:30 – 9:15 a.m.	Praxis Groups Kick-off	<ul style="list-style-type: none"> Meet group members. Discuss and identify group guidelines.
9:15-9:30 a.m.	* * B r a i n B r e a k * *	
9:30– 11:30 a.m.	<p style="text-align: center;">ROUND 1</p> 1. Supervisors' Legal Responsibilities Panel <i>(FJC Auditorium)</i> <i>Charlene Hardy, Asst. General Counsel, Administrative Office of the U.S. Courts</i> <i>Jancie Chiverton, Chief, Court Human Resources Division</i> <i>Panel Moderator: Phyllis Drum, Senior Education Specialist, Federal Judicial Center</i> <p style="text-align: center;">Or</p> 2. The Mindful Leader 2.0 <i>(Training rooms A&B)</i> <i>Wendy Moomaw, Executive and Leadership Coach</i>	1. Recognize legal responsibilities related to being a supervisor or manager. (Competencies: Ethics and Values, Integrity and Trust, and Fairness to Direct Reports) 2. Identify how emotions influence decision making. • Identify ways to use emotions to build effective work relationships. (Competencies: Composure, Developing Direct Reports, Directing Others, Motivating Others, and Building Effective Teams)
11:30 – 12:45 p.m.	* * * R e f u e l * * *	
12:45 – 2:45 p.m.	<p style="text-align: center;">ROUND 2</p> 1. Supervisors' Legal Responsibilities Panel <i>(FJC Auditorium)</i> <i>Charlene Hardy, Asst. General Counsel, Administrative Office of the U.S. Courts</i> <i>Jancie Chiverton, Chief, Court Human Resources Division</i> <i>Panel Moderator: Phyllis Drum, Senior Education Specialist, Federal Judicial Center</i> <p style="text-align: center;">Or</p> 2. The Mindful Leader 2.0 <i>(Training rooms A&B)</i> <i>Wendy Moomaw, Executive and Leadership Coach</i>	Repeated Sessions (see above)
2:45 – 3:00 p.m.	* * B r a i n B r e a k * *	
3:00– 5:00 p.m.	Team Building with Your Strengths <i>(FJC Auditorium)</i> <i>David Provines, Chief Deputy Clerk, Bankr. E.D. TX</i> <i>Stacy Enlow, Deputy-In-Charge, Bankr. S.D. IN</i>	<ul style="list-style-type: none"> Apply Leadership Domain Strength to working and leading respectfully within a team. Build effective work teams that tap the potential of members. (Competency: Building Effective Teams)

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5:10 – 5:30 p.m.	Faculty Coach Meeting (<i>FJC Training Room C</i>)	
7:00 – 8:00 p.m. (Concurrent, Optional Sessions)	<p>Knowledge ExChange Sessions (<i>Liasion Hotel, 2nd floor</i>)</p> <p>1. Habits of Leadership: How your key personality traits determine the habits you have---and those you can develop--to be an outstanding manager (Connect Room) <i>David Provines, Chief Deputy Clerk, Bankr. E.D. TX</i> <i>Stacy Enlow, Deputy-In-Charge, Bankr. S.D. IN</i></p> <p>2. Improve Your Managerial Courage (Unite Room) <i>John Gencarello, Chief Deputy of Operations, S.D.N.Y.</i></p>	<p>1. Identify your leadership strengths and ways to work around your leadership weaknesses.(Competency: Composure)</p> <p>2. Implement techniques for cultivating managerial courage. (Competency: Managerial Courage)</p>

Wednesday, April 1, 2015		
7:30 – 8:20 a.m.	Developing Your Judiciary Network (Participant Challenge) Light Breakfast (<i>Outside FJC Auditorium</i>)	<ul style="list-style-type: none"> Develop productive working relationships with management colleagues.
8:30 – 10:15 a.m.	Giving and Receiving Feedback Plenary (<i>FJC Auditorium</i>) <i>Karon Willis, Supervisory Probation Officer, M.D. GA</i> <i>Kit Lemon, Deputy Chief Probation Officer, NE</i>	<ul style="list-style-type: none"> Employ the giving and receiving constructive feedback processes with employees, colleagues, and superiors. Engage direct reports in meaningful conversations and provide actionable feedback. (Competencies: Developing Direct Reports; Fairness to Direct Reports, Listening and Motivating Others)
10:15 – 10:30 a.m.	* * B r a i n B r e a k * *	
10:30 – 12:00 p.m.	Giving and Receiving Feedback Praxis Group (<i>See Group Location Sheet</i>)	<ul style="list-style-type: none"> Practice delivering and accepting feedback
12:00 – 1:30 p.m.	* * * R e f u e l * * *	
1:30 - 3:15 p.m.	Coaching Direct Reports Plenary (<i>FJC Auditorium</i>) <i>John Gencarello, Chief Deputy of Operations, S.D.N.Y.</i> <i>Scott Jones, Supervisory Probation Officer, KS</i>	<ul style="list-style-type: none"> Identify effective coaching techniques. (Competency: Developing Direct Reports and Listening)
3:15 – 3:30 p.m.	* * B r a i n B r e a k * *	
3:30– 5:00 p.m.	Coaching Direct Reports Praxis Group (<i>See Group Location Sheet</i>)	<ul style="list-style-type: none"> Practice applying coaching techniques
5:10 – 5:30 p.m.	Faculty Coach Meeting (<i>FJC Training Room C</i>)	
7:00 – 8:00 p.m. (Concurrent, Optional Sessions)	Knowledge ExChange Sessions (<i>Liasion Hotel, 2nd floor</i>) Coaching for Maximum Potential (Unite Room) <i>Kari Knudson, Chief Deputy Clerk, D.N.D.</i>	<ul style="list-style-type: none"> Techniques for encouraging your staff to reach their full potential. (Competencies: Developing Direct Reports, and Motivating Others)

Thursday, April 2, 2015

7:30 – 8:20 a.m.	Developing Your Judiciary Network (Participant Challenge) Light Breakfast (<i>Outside FJC Auditorium</i>)	<ul style="list-style-type: none"> Develop productive working relationships with management colleagues.
8:30 – 10:15 a.m.	Delegating for Development (<i>FJC Auditorium</i>) <i>Amy Haley, Supervisory Probation Officer, S.C</i> <i>Brian McDonald, Supervisory Probation Officer, MA</i>	<ul style="list-style-type: none"> Determine when it is appropriate and inappropriate to delegate responsibilities and tasks. Employ the five steps in the delegation of tasks process. Implement the 4 follow-up action steps with direct reports and superiors in regards to the execution of tasks and duties. (Competencies: Developing Direct Reports, Directing Others, and Measuring and Managing Work)
10:15 – 10:30 a.m.	* * <i>B r a i n B r e a k</i> * *	
10:30 – 12:00 p.m.	Delegating for Results Praxis Groups (See Group Location Sheet)	<ul style="list-style-type: none"> Practice assigning and delegating.
12:00 – 1:30 p.m.	* * * <i>R e f u e l</i> * * *	
1:30 – 3:15 p.m.	Documenting Performance (<i>FJC Auditorium</i>) <i>Jason McDonald, Quality Process Manager, N.D. TX</i> <i>Kari Knudson, Chief Deputy Clerk, D.N.D.</i>	<ul style="list-style-type: none"> Identify the importance of documentation. Employ the Fact, Objectives, Solutions, Actions (FOSA) methodology to the documentation of employee performance. Implement the constructive feedback model during employee performance discussions. Apply the progressive discipline steps for documenting work activity accurately and fairly. (Competencies: Developing Direct Reports, Managing and Measuring Work)
3:15 – 3:30 p.m.	* * <i>B r a i n B r e a k</i> * *	
3:30 – 5:00 p.m.	Documenting Performance Praxis (See Group Location Sheet)	<ul style="list-style-type: none"> Practice documenting.
5:10 – 5:30 p.m.	Faculty Coach Meeting (<i>FJC Training Room C</i>)	

Friday, August 3, 2015		
7:30 – 8:30 a.m.	Developing Your Judiciary Network (Participant Challenge) Light Breakfast (<i>Outside FJC Auditorium</i>)	<ul style="list-style-type: none"> Develop productive working relationships with management colleagues.
8:30 – 10:00 a.m.	Action Plan Building Praxis (See Group Location Sheet)	<ul style="list-style-type: none"> Develop Action Plans targeting the knowledge and skills to hone in Tier 3
10:00 – 10:15 a.m.	* * B r a i n B r e a k * *	
10:15 – 11:30 a.m.	<p>Concluding Thoughts: Lingered Questions and Words of Wisdom from Experienced Supervisors" Panel (<i>FJC Auditorium</i>)</p> <p><i>Amy Haley, Supervisory Probation Officer, S.C</i> <i>Jason McDonald, Quality Process Manager, N.D. TX</i> <i>John Gencarello, Chief Deputy of Operations, S.D.N.Y.</i> <i>Kit Lemon, Deputy Chief Probation Officer, NE</i></p> <p><i>Panel Moderator: Richard Marshall, Senior Education Specialist, Federal Judicial Center</i></p>	<ul style="list-style-type: none"> Address issues on everyone's mind. Receive "hints" and words of wisdom!
11:30 – 12:00 p.m.	<p>Next Steps</p> <p><i>Dana Przesmitzki, Education Specialist, Federal Judicial Center</i></p>	<ul style="list-style-type: none"> Identify steps to complete New Supervisors' Development Program and receive certificate. Address program questions.