

THE COORDINATOR

NEWS FOR ARIZONA'S TRAINING COORDINATORS



Judicial Education Center, Phoenix

Welcome to **The Coordinator**, a quarterly online newsletter for training coordinators and other judicial employees involved in training and education. In each edition you will find valuable information about upcoming training events, COJET policy, resources you can use, and insights from your peers in the judiciary. We always welcome your ideas and feedback at JSEC2@courts.az.gov

Upcoming Events

Please visit the [Education Services Division Calendar](#) for more information on the following events.

April		June	
19-21 4/25-5/6	Arizona Court Executive (ACM) Essential Components Probation Officer Certification Academy	28-30	Arizona Court Managers Purposes & Responsibilities of Courts
May			
11-13	Civil Traffic Hearing Officer Training Program		
19-20	Arizona Court Supervisors (ACS) Capstone/Graduation		
24-26	Arizona Court Executive (ACM) Managing Court Financial Resources		
5/31-6/3	Faculty Skills Development		

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COJET 2015 Excellence In Education Awards

The COJET Excellence in Education Award, established by the Committee on Judicial Education and Training (COJET), annually recognizes individuals who have demonstrated a commitment to providing outstanding education to the judicial branch through training and/or curriculum development. During the 2016 Training Coordinators Conference luncheon, COJET, in conjunction with the Judicial Staff Education Committee (JSEC), recognized some outstanding educators. Awards were presented by Courts of Appeals Judge and COJET Chair Andrew Gould and JSEC Chair Rafaela de Loera. Congratulations to this year's winners of the COJET Excellence in Education Award: Emely Aguino, Tucson City Court; Julie Dybas, Scottsdale City Court; Kay Radwanski, Administrative Office of the Court (AOC); Nate Marler, Court of Appeals (COA), Division 2 Clerks Office.



From Left: Jeff Schrade (Director-Education Services Division); Emely Aguino (Tucson City Court); Honorable Andrew Gould (Chair – COJET); Julie Dybas (Scottsdale City Court); Kay Radwanski (AOC); Nate Marler (COA Division 2).

JSEC Team Award

At the Training Coordinators awards luncheon, the Judicial Staff Education Committee (JSEC) also recognized a team of trainers who took on the development and facilitation of AJACS basic training in their court. This group ran two sessions per day for seven weeks. Participants experience ranged from new court employees to more experienced staff in the judicial branch. Meeting their training needs was a huge undertaking for this team, and the evaluations showed that they succeeded in meeting this challenge. JSEC would like to congratulate Hannah McMurrich, Nancy Carter, Nancy Fraire, Emely Aguino, Jennifer Maqsood, Constance Swink, Nick Lundien, Vikki Lopez-Morales, Lynnette Sabo, and Carina Callahan on a job well done!

2016 Training Coordinators Conference

Thank you to each and every one of our participants who attended this year's Training Coordinators Conference.

We hope the topics introduced to the participants will be beneficial in developing effective teaching curricula. These topics included Needs Assessment, where the participants assisted in developing the foundation in designing a statewide needs assessment survey; Bias Free Training Coordinator, which gave some tips on how to watch for trainer biases in selecting topics and faculty; Myths about Learning Styles, COJET Compliance Made Easy and Putting the U in Faculty, to show the attendees the crucial role they play in faculty selection and preparation. The session on training conversation highlighted the benefits of having a training plan for all court employees.

We concluded the conference with information on the "E squared"(E²) program, the leadership program, tips on accrediting classes and how to provide trainings on classes based on movies. For a list of resources that were given out at the Training Coordinators Conference, visit: <http://www.azcourts.gov/tc/Tools-and-Forms>.

We hope you went home with a wealth of knowledge and excitement about providing great training to your court staff. From all of us here at the Education Services Division, thank you to our participants and faculty for being part of a great conference.

Empowering Educators

Training Coordinators do you:



- A. need help turning your court's judges and staff into faculty?
- B. struggle to build an annual training plan for your court?
- C. have a training need in your court that you must meet?
- D. All of the above?

The Education Services Division is offering a new program to assist you with your education-focused duties. The program, called E², is intended to help you with any or all of the items listed above. E², which stands for Empowering Educators, can also be utilized to help you manage any individual education-related issues which may arise in your courts.

Contact Renu Sapra (rsapra@courts.az.gov, 602-452-3020) or Tony Cornay (acornay@courts.az.gov, 602-452-3014) to find out more information about E².

2016 Summer Conferences

Every year in late June courts around the state take advantage of temporary reduction in court business by hosting their own training events. We encourage you to visit our website at <http://www.azcourts.gov/tc/> to learn more about what your peers are offering and get ideas on topics and faculty for the future. Please let us know if your court is participating in offering these summer conferences so we can continue to update our list. We wish you all much success in your upcoming events and look forward to hearing about the results!

Judicial Education on Facebook

The National Association of State Judicial Educators (NASJE) sponsors a public Facebook page for all who are interested in judicial education. Group participants share information on criminal justice and court issues, particularly as they relate to educational techniques, tools and topics. Search for the group “Judicial Educators” on Facebook to become a member and receive regular updates. Any group member can post, but items of commercial nature will be blocked/removed from the page to keep the page focused on judicial education. Visit <http://www.NASJE.org> for additional information on the National Association for State Judicial Educators.

Court Leadership Program

Those who are nearing the end of the Arizona Court Manager Program (ACM) or have already earned the ACM certification should talk with their supervisors, administrators and/or presiding judges about taking the next step in the Arizona Court Leadership programs by applying for the Arizona Court Executive (ACE) program. The ACE program provides judicial branch personnel with an opportunity to learn about many facets of managing Arizona courts like: Leadership, Visioning & Strategic Planning, Education, Training & Development, Court Community Communication, the High Performance Court Framework, Interdependence and Interdependencies, Facilities, Security and Emergency Management, Security and Continuity of Operations (COOP). Completion of the program also results in the national Institute of Court Management Certified Court Executive credential, and makes one eligible to enroll in the prestigious ICM Fellows program.

For more information and to download an ACE application, visit: <http://www.azcourts.gov/clia/Executive>.

Skills Converged

Skills Converged provides free training materials on soft skills, management and productivity. Currently, they are providing training resources for free. These resources can be used to enhance your training courses, run exercises or teach specific topics. You can access various forms, templates and checklists that can be adapted to your training needs and teaching style. If you would like to engage these resources, visit <http://www.skillsconverged.com/FreeTrainingMaterials/FreeDownloads.aspx>.

COJET Self –Tracking System

A new resource has been added online for training coordinators at <http://www.azcourts.gov/tc/Tools-and-Forms>. The COJET Self Tracking system was introduced at the March 4, 2016 Training Coordinators Conference session, "COJET Compliance Made Easy." This document is available as a resource for training coordinators, supervisors and/or staff and can be used to keep track of training completed during the year. This document can be customized to fit your needs. For additional questions about this form, please contact Vikki Cipolla-Murillo at vmurillo@courts.az.gov.

Movies in Trainings

The Arizona Supreme Court has renewed it's annual license with the Motion Picture Licensing Corporation (MPLC), giving training coordinators the ability to show copyrighted films and/or film clips in trainings, provided the movie producer and/or distributor is on the MPLC approved list of production companies.

For the most recent list of available producers and distributors covered under this license, please visit our website at <http://www.azcourts.gov/tc/Tools-and-Forms>.

To assist you with finding the specific title you wish to show, we have included instructions on how to search and locate titles on the Internet Movie Database website at www.IMDB.com.

IMDB INSTRUCTIONS TO FIND TITLES THAT YOU CAN SHOW IN CONJUNCTION WITH THE MPLC PRODUCER LIST

Go to www.IMDB.com and type in the title of the film that you are interested in.

Press the search button

Click on the title you wish to perform.

Look for Company Credits section mid-way down the page where it lists producers and distributors.

Click on the "See More" link under "Production Companies" to view all the company credits and to determine the theatrical distributor in the United States. The theatrical distributor will appear in parenthesis (Theatrical) (U.S.). If the theatrical distributor is not specified, use the distributor for "All Media" or the Production company.

Look up the company name determined in step 4 (above) on the producer list.

If they are on the list, the title is covered by your license. If the company is *not* listed, you will need to contact the producer or distributor directly to obtain the necessary rights.