

**Presiding Judge Leadership Program
Curriculum Development**

Key Content Topics

1. Role and Authority of the Presiding Judge
 - a. Sources of authority (AZ Constitution, AO, ARS, ACJA)
 - b. Inherent Powers
 - c. Leading Complex Organizations – No Clear Chain of Command
 - d. Decision Making - Considerations of Unintended Consequences

2. Role of the Court Administrator
 - a. Core Competencies
 - b. Shared and Exclusive Responsibilities

3. Leadership Role
 - a. Styles (Leadership Profile)
 - b. Characteristics of Effective Leaders

4. Ethical Considerations
 - a. Ethical Obligations for Judges in Supervisory Roles
 - b. JEAC Opinion on Duty to Report
 - c. Instilling a Culture of Ethics and Professionalism
 - d. Responsibilities to Ensure Employee Compliance with Policies
 - e. Ethics Advice Resources

5. Human Resources
 - a. Use of city, county HR departments
 - b. Personnel policy/decisions authority
 - c. Management responsibilities under state and federal laws

6. Budget and Finance
 - a. Funding sources and use of funds and fees
 - b. Coordinated budgets
 - c. Presenting and defending budgets

7. Statistics and Reports
 - a. Types of reports and uses
 - b. MAS – annual checklist – financial reporting
 - c. CourTools and performance standards

8. Media Relations and Community Outreach
 - a. Responding to Media
 - b. Community Outreach Programs and Implementation
 - c. Importance of Good Media Relations
 - d. Emerging Media and Impact on Court

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9. Technology
 - a. Technology, Projects, Standards and Governance within the Branch
 - b. Leadership Roles in Implementations

10. Planning for, and Managing Change
 - a. Factors influencing complexity of judicial branch
 - b. Managing change in a legal culture
 - c. Planning for change
 - d. Evaluating results (reports and data uses)
 - e. Technical vs adaptive challenges

11. Creating the Management Team
 - a. Teams that succeed - Types of teams
 - b. Effective Communications within Court and the Team
 - c. Building Trust and Relationships
 - d. Dealing with Conflict