



# Arizona Court Supervisor's Program Requirements Checklist



Name: \_\_\_\_\_

Court Email: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Phone: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Phone: \_\_\_\_\_

## ACS Requirements

### Webinar Classes:

Transition to Role of Supervisor  
Supervisory Ethics

Date Completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### Face-to-Face Classes:

Human Resource Management  
Supervisor's Role in Caseflow Management

Date Completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Or**

### PROBATION ENDORSEMENT

Human Resource Management  
Probation Essential Components – Including Case Management  
(for Probation and Detention Supervisors)

Date Completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### Self-Paced Online Classes:

#### **Supervisor Essential Skills**

##### Coaching (4 classes)

*Business Coaching: Building the Coaching Relationship*  
*Business Coaching: Getting Ready to Coach*  
*Business Coaching: Conducting Coaching Sessions*  
*Business Coaching: Using Different Coaching Styles*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete

##### Problem Solving & Decision Making

*Effective Management: Creating Successful Solutions*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete

##### Conflict Resolution – 2 Classes

*Preparing for a Difficult Conversation AND*  
*Leading Teams: Dealing with Conflict*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete

##### Effective Communications and Meetings

*Managing Effective Business Meetings*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete

##### Team Building

*Leading Teams: Launching a Successful Team*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete

##### Employee Motivation

*Leadership Essentials: Motivating Employees*

Date Completed: \_\_\_\_\_

Worksheet Attached

Evaluation Complete



## Arizona Court Supervisor's Program Requirements Checklist



Employee Relations/Communication  
*Effective Team Communication*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

Setting Priorities  
*Time Management: Avoiding Time Stealers*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

Change Management  
*Managing Change: Building Positive Support*  
*Managing Change: Dealing with Resistance to Change*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

**Core Functions**

Purposes and Responsibilities of the Courts  
*ESD: An Historical and Contemporary View of the Courts  
in Government and Society*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

Visioning and Strategic Planning  
*Developing a Strategic Plan*  
*ESD Broadcast: Advancing Justice Together*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

Legal Information vs. Legal Advice  
*Legal Advice vs Legal Information*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

ACS: COOP and Court Security (Video 2.0 hours)  
*Security and Emergency Preparedness-Self Paced Course*  
*(Videos, Computer-Based Trainings and One-on-One Discussions)*

Date Completed: \_\_\_\_\_  
Worksheet Attached   
Evaluation Complete

**With my signature below I certify that I have completed the course requirements listed herein for the Arizona Court Supervisor's (ACS) Leadership program and request admission to the concluding Capstone session for completion of the ACS certificate.**

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PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**As manager of this employee, I recommend this employee for admission to the concluding Capstone session for completion of the ACS certificate.**

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PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## Arizona Court Supervisor's Program Requirements Checklist



### **KEEP A COPY FOR YOUR RECORDS**

**Please submit all documentation to:**

**Education Services Division, Attn: Leadership Institute  
1501 W. Washington  
Phoenix, AZ 85007-3231  
FAX: 602-307-1247**

Education Services staff will review all documentation and upon successful completion of the requirements, will send an invitation to the participant for the ACS Capstone session.