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| **Introduction to Juvenile Dependency** | This class will focus on the purpose of the juvenile dependency court, the roles of juvenile justice partners, how dependency cases are initiated, the purpose and flow of dependency hearings, and the importance of confidentiality.  Through discussion and exercises class participants will:   * Explain the purpose of dependency court. * Lists the various players (non-court) who participate in dependency proceedings. * Explain the importance of maintaining confidentiality of juvenile records.   + - Identify the pleadings utilized to initiate dependency proceedings. * Recognize the various hearings set in Dependency Court and the possible outcomes of each hearing. | **Tamica Dowell**  Technical  3 hours  \*Morning Session Only  **CIMCE** |
| **Introduction to Juvenile**  **Delinquency** | This class will focus on the purpose of the juvenile delinquency court, the various departments (players) involved in a case, jurisdiction, confidentiality of records, the initiation of a delinquency case, governing statutes, rules of court and general terminology. This class will also include a general overview of delinquency hearings.  Through discussion and exercises class participants will:   * Explain the purpose of delinquency court.   + - Lists the various players (non-court) who participate in delinquency proceedings.     - Identify the pleadings utilized to initiate dependency proceedings. * Recognize the various hearings set in Delinquency Court. | **Tamica Dowell**  Technical  3 hours  \*Afternoon Session Only  **CIMCE** |
| **Department of Motor Vehicles**  **Abstract Reporting** | This class consists of a brief overview of how to read a driver’s license record and a basic review of how to abstract to the Department of Motor Vehicles.  Through discussion and exercises class participants will:   * Review and discuss DMV Terminology. * Abstract Reporting Procedures. * California Rules of Court. | **Farm**  **Saeturn**  **Austin**  **August**  Technical  3 hours  \*This class is available in the morning and afternoon sessions.  **CIMCE** |
| **Records Management** | When it comes to Records management in the Courts, it can be a very overwhelming and intimidating task to consider.  From how to deal with the simple daily approach due to the constant heavy volume of new filings, to the even bigger bear to tackle. How does one go about addressing the increasing space issues and the growing mound of paper files that seem to be hiding and multiplying in every corner, crevice and backroom of the Courthouse you work in?  With no storage of so many case types, record types, laws, codes, Rules, etc…, the options to deal with these records can seem so limited and that can be discouraging.  We cannot promise to fix any problem overnight, but knowledge is power. Knowing the resources available, what the Government Codes require and the option available when it comes to records management is a start in the right direction.  In this class, we will review the legal requirements for managing court records, discuss our different experiences and problems in a group setting, and be able to hear from a Court leader who has been down a long journey in records management and participated in successfully implementing a fileless, paperless Court in Riverside County.  Methods, practices and Government Code requirements for the:   * Creation, maintenance and preservation of Records. * Retention time frames of Court Records. * Sampling and Noticing of Court Records. * Destruction of Court Records. * The Problems of Paper… * Operational Foundation for building Successful Record Divisions. | **Richard Holguin**  Technical  6 hours  \*All Day Session |
| **Developing Your Training Skills** | This class is for those who would like to develop and/or improve the ability to provide meaningful training experiences in a one-on-one setting or for a larger group. We will focus on how to become a learner centered instructor who is able to incorporate a variety of methods when assigned to train one person or a large group.  Through discussion and exercises class participants will:   * Identify basic principles of adult learning and the characteristics of adult learners. * Describe three primary learning styles. * Explain the importance of using questions as teaching technique. * Identify a variety of teaching methods and visual aids. * Practice skills required to effectively engage learners. | **Rhonda Sharbono**  Career  Development  Communication  6 hours  \*All Day Session |
| **Module I**  **Court Clerk Certificate Program**  **How to be an Effective Public Speaker** | ***How to be an Effective Public Speaker***  Whether we are talking in a team meeting or presenting in front of an audience, we all must speak in public from time to time. We can do this well or we can do this badly, and the outcome strongly affects the way that people think about us. This is why public speaking causes so much anxiety and concern.  With thorough preparation and practice, you can overcome your nervousness and perform exceptionally well. To become an effective public speaker, you must focus on the speaking and let go of the “public.” Think of it as a conversation between you and the audience. In this class, we will learn the principles of public speaking and then practice those principles and receive feedback on the process. You will also leave with an action plan for future opportunities to be an effective speaker in-group presentation.  Course Objectives:   * Discuss effective strategies to use when presenting information in a variety of settings. * Review the 10 tips for presenting information effectively and present information to the class on the information identified. * Practice presenting information in the class through short quick exercises in small groups and in large groups. * Create a template and action plan. | **Brenda Lussier**  Career and Personal Development  Communication  6 hours  \*All Day Session |