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## Project Management for Courts

Project management is an essential skill set for the courts, especially with respect to managing the integration of technology into all aspects of court operations. This course takes participants through the steps of project management, from initial planning to the closing of projects. Participants will learn how to work on all phases of projects, with technology-related projects providing the context for most of the course. Managers at all levels, as well as judges, will find value in this course as they manage projects of all sizes. Court technology professionals will find the course helpful in increasing their understanding of court functions and operations.

As a result of participating in this course, participants will be able to:

- List the component parts of project management, using terminology recognized by practitioners in the professional project management field.
- Identify the planning steps necessary for a successful project.
- Examine project management tools, such as Work Breakdown Structures, GANTT Charts, and Critical Path Analysis, that help keep a project within budget and on schedule.
- Discuss general requirements for monitoring and controlling a project during its execution.
- Identify the elements of a project closing, and explain why each element is essential to the process.

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## Purposes & Responsibilities of Courts

In this course participants explore the foundations of the third branch of government through an overview of colonial history, the rule of law, and other important historical and current-day events and practices. This course is an opportunity for participants to consider how and why courts often conduct their business differently from each other, despite sharing the same principles. Throughout the course, participants will reflect on whether the performance, structure, operations, and processes of their courts align with the purposes and responsibilities of courts.

As a result of participating in this course, participants will be able to:

- Discuss the purposes and responsibilities of courts and how they have changed over time.
- Discuss key legal concepts, such as due process of law, and their relationship to the purposes and responsibilities of courts.
- Explain the role of the courts as a third branch of government.
- Identify various ways courts are managed and structured as a response to societal expectations and challenges.
- Analyze court governance structures, court organization, and essential functions of courts as they relate to court administration and management.



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## Workforce Management

Workforce management helps an organization achieve its mission and goals by acquiring and maintaining a productive workforce. In this course participants will learn how workforce practices, policies, and procedures can either help a court comply with employment laws or expose the court to significant legal consequences. In addition, participants will learn recruitment, selection, and retention procedures, and performance management principles that encourage a high-performance work environment. Participants will also explore how to develop strong employee relations and the intricacies of interacting with employee interest groups and organized labor. Further, participants will learn the importance of organizational development in a diverse world and the importance of career development, mentoring, and succession planning.

As a result of participating in this course, participants will be able to:

- Identify sound workforce management policies, procedures, and practices for the courthouse work environment.
- Identify and discuss key federal employment laws that impact the courthouse work environment.
- Identify and apply effective recruitment and selection principles, as well as orientation.
- Articulate effective workforce performance management techniques, including workforce development, mentoring, and succession planning.
- Identify and apply employee relations principles, including discipline.