

CONFERENCE AGENDA



Sunday, July 29

4:30 PM – 6:30 PM Early Registration:
Outside Millennium

Monday, July 30

	Location
8:00 AM – 4:00 PM Registration	Outside Millennium
8:30 AM – 12:00 PM MSU Class: Court and Community Communication	Washington A
8:00 AM – 12:00 PM Volunteer Event (offsite)	Meet in Lobby
12:00 PM – 1:10 PM Lunch on your own	
12:00 PM – 5:00 PM Blood Drive	Commonwealth A1/A2
1:30 PM – 3:30 PM Board Meeting	Washington B
1:10 PM – 3:30 PM MSU Class: Court and Community Communication	Washington A
4:30 PM – 5:00 PM MSU Informational Session	Washington A
5:00 PM – 5:30 PM First Time Attendees Orientation	Washington A
6:00 PM – 7:30 PM President's Reception	33 rd Floor

Tuesday, July 31

	Location
7:30 AM – 8:30 AM Breakfast	Millennium
8:00 AM – 12:00 PM Late Registration	Outside Millennium
8:30 AM – 10:30 AM Opening Ceremony: Color Guard Flag Presentation: United States Navy Color Guard Navy Operational Support Center, US Joint Base MDL, Ft. Dix, New Jersey National Anthem by Mara Adler O'Kelly Welcome Addresses: Brian Karth, FCCA President Honorable Lawrence F. Stengel, Chief Judge, Pennsylvania Eastern District Court Kate Barkman, Clerk, Pennsylvania Eastern District Court Keynote Presentation: Gian Paul Gonzalez – "All In" Angie Award MSU Graduation	Millennium
10:30 AM – 10:45 AM Break	

Tuesday, July 31

Location

		Location
10:45 AM – 11:00 AM	Group Photo	Stairwell from Market Street to Millennium
11:00 AM – 12:30 PM	Peer to peer breakouts	
	• Clerks and Chief Deputies	Washington A
	• Courtroom Staff	Regency A
	• Docket Clerks/Generalists	Regency B
	• Financial/Procurement	Commonwealth B
	• HR Positions/Trainers	Commonwealth C
	• IT Positions	Regency C2
	• Jury	Commonwealth A2
	• Retirees	Commonwealth A1
	• Secretaries/Administrative Assistant	Regency C1
	• Supervisors/Managers/Deputies in Charge	Commonwealth D
12:30 PM – 1:45 PM	Lunch on your own	
1:45 PM – 5:00 PM	MSU Class: Visioning & Strategic Planning	Washington A
1:45 PM – 3:15 PM	• Can You Hear Me Now?	Regency A
	• Difficult Conversations: How to Make These Conversations Less Stressful and More Productive (OPEN TO CLERKS AND CHIEF DEPUTIES ONLY)	Commonwealth C
	• Emotional Intelligence	Commonwealth B
	• Factors Impacting a Financially Successful Retirement	Regency B
	• Learning Center Overview	Commonwealth A2
	• Respect in the Workplace	Regency C2
	• Special Orders Don't Upset Us: Customer Service Lessons from Restaurants to Retail	Commonwealth A1
	• The Importance of Timing	Commonwealth D
	• Who's Got Game?	Regency C1
3:15 PM – 3:30 PM	Break	
3:30 PM – 5:00 PM	• Can You Hear Me Now?	Regency A
	• Dealing with Disruptive Participants	Commonwealth C
	• Emotional Intelligence	Commonwealth B
	• Learning Center Overview	Commonwealth A2
	• Respect in the Workplace	Regency C2
	• Special Orders Don't Upset Us: Customer Service Lessons from Restaurants to Retail	Commonwealth A1
	• Surviving Market Swings	Regency B
	• The Importance of Timing	Commonwealth D
	• Who's Got Game?	Regency C1

Tuesday, July 31

Location

5:15 PM – 9:30 PM Optional Dinner Cruise

Meet in Millennium Foyer

Wednesday, August 1

Location

6:00 AM – 7:00 AM	Zumba with Stephanie Hemmert	Washington C
6:00 AM – 7:00 AM	Shari Afuso Memorial 5K Run/Walk	Meet in Lobby
7:30 AM – 8:30 AM	Breakfast	Millennium
8:30 AM – 8:50 AM	Opening Remarks by LeeAnn Bennett, Deputy Director	Millennium
8:50 AM – 10:00 AM	Supervision to Aid Reentry (STAR) Program Panelists: Honorable Theodore A. McKee, Third Circuit Court of Appeals Honorable Luis Felipe Restrepo, Third Circuit Court of Appeals Chiquita M. Dyer, Legal Assistant, Third Circuit Court of Appeals Holly Frey, Esq. Staff Attorney, Third Circuit Court of Appeals Christina M. Koperna, Data Quality Analyst, Third Circuit Court of Appeals	Millennium
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:15 PM	MSU Class: Visioning & Strategic Planning	Washington A
10:15 AM – 11:15 AM	<ul style="list-style-type: none">• Adobe Acrobat Pro DC: Learning the Tools• ADR Case Management• Introduction to SharePoint• JEDS - Judiciary Excess Disposal System• LinkedIn for Recruiting and More• NextGen is Ready, Are You?• Personal and Physical Safety for Court Staff• Professional Video and Courts. Tell Your Story• QuEST (Quality Electronic System Tracking)	Regency A Commonwealth A2 Commonwealth D Regency C1 Commonwealth C Commonwealth B Regency B Commonwealth A1 Regency C2
11:15 AM – 11:30 AM	Break	
11:30 AM – 12:30 PM	<ul style="list-style-type: none">• Adobe Acrobat Pro DC: Learning the Tools• ADR Case Management• Introduction to SharePoint• JICS - Judiciary Inventory Control System	Regency A Commonwealth A2 Commonwealth D Regency C1

Wednesday, August 1

		Location
	• NextGen is Ready, Are You?	Commonwealth B
	• Personal and Physical Safety for Court Staff	Regency B
	• Professional Video and Courts. Tell Your Story	Commonwealth A1
	• QuEST (Quality Electronic System Tracking)	Regency C2
	• Setting Up a Home Office for Telework Purposes	Commonwealth C
12:30 PM – 1:45 PM	Lunch on your own	
12:30 PM – 1:45 PM	Luncheon Meeting: Clerks of Court, LeeAnn Bennett, and AO Executive Staff	Washington B
1:45 PM – 3:15 PM	• Dealing with Disruptive Participants	Commonwealth A2
	• Facilitating 101	Commonwealth A1
	• Factors Impacting a Financially Successful Retirement	Regency C2
	• Get Your OWN Ladder	Regency B
	• Learning from Mistakes: How We Can Learn from the Mistakes of Great Leaders	Regency A
	• Manage Change...don't let it manage you!	Commonwealth B
	• Resolving Conflict	Regency C1
	• Training Future Courtroom Deputies	Commonwealth C
	• Working with Microsoft OneNote	Commonwealth D
3:15 PM – 3:30 PM	Break	
3:30 PM – 4:15 PM	Getting the Most from AO Training Division Website Presenter: Cindy Phillips, IR Specialist, SDSO	Millennium
4:15 PM – 5:00 PM	Unify: Alpha and Beta Test Site Panel Discussion Presenter: Connie Porzucek, Deputy Chief, Software Deployment and Support Office	Millennium
5:30 PM	Optional Courthouse Tour & Reception (must bring FCCA ID badge for access to the courthouse)	James A. Byrne U.S. Courthouse 601 Market Street Philadelphia, PA 19106

Thursday, August 2

		Location
6:00 AM – 7:00 AM	Zumba with Stephanie Hemmert	Washington C
7:30 AM – 8:30 AM	Breakfast	Millennium
8:30 AM – 10:00 AM	Business Meeting/Additional Awards	Millennium
10:00 AM – 10:15 AM	Break	
10:15 AM – 11:15 AM	Eric McElvenny Presentation	Millennium
11:15 AM – 11:30 AM	Break	
11:30 AM – 12:30 PM	• Adobe Acrobat Pro DC: Learning the Tools	Regency A
	• ADR Case Management	Commonwealth A2
	• Building a SharePoint Workflow	Commonwealth D

Thursday, August 2

		Location
	• NextGen CM/ECF Update	Commonwealth B
	• Personal and Physical Safety for Court Staff	Regency B
	• Professional Video and Courts. Tell Your Story	Commonwealth A1
	• QuEST (Quality Electronic System Tracking)	Regency C2
	• Setting Up a Home Office for Telework Purposes	Commonwealth C
12:30 PM – 1:45 PM	Lunch on your own	
1:45 PM – 3:15 PM	• Factors Impacting a Financially Successful Retirement	Regency C2
	• Get Your OWN Ladder	Commonwealth C
	• How Did You Do That? Tips and Tricks You Didn't Know You Could Do in PowerPoint	Regency C1
	• How Rude: Etiquette & Manners for the Workplace	Regency B
	• Learning from Mistakes: How We Can Learn from the Mistakes of Great Leaders	Regence A
	• Manage Change...don't let it manage you!	Commonwealth B
	• Resolving Conflict	Washington A
	• Space and Facilities Discussion Panel	Commonwealth A1
	• What's Your Problem? Techniques to Transform Obstacles into Opportunities	Commonwealth A2
	• Working with Microsoft OneNote	Commonwealth D
3:15 PM – 3:30PM	Break	
3:30 PM – 5:00 PM	• Building a SharePoint Workflow	Washington A
	• Facilitating 101	Commonwealth A1
	• How Did You Do That? Tips and Tricks You Didn't Know You Could Do in PowerPoint	Regency C1
	• How Rude: Etiquette & Manners for the Workplace	Regency B
	• Retirement & Withdrawal Considerations for the TSP	Regency A
	• Strategies for Working Effectively in the Multigenerational Workplace	Commonwealth B
	• Succession Planning and Employee Development	Commonwealth D
	• Training Future Courtroom Deputies	Regency C2
	• What's Your Problem? Techniques to Transform Obstacles into Opportunities	Commonwealth A2
	• Ethics and Leadership in Public Administration	Commonwealth C
6:00 PM – 11:00 PM	Closing Banquet	Millennium