



New York State Unified Court System

Office of Court Administration

FALL 2018 TRAINING OPPORTUNITIES ▶ Home

Email us at: [trainingucs@nycourts.gov](mailto:trainingucs@nycourts.gov)

[Registration Form](#)

## FALL 2018 TRAINING OPPORTUNITIES



Below is the HR Training and Professional Development Office catalog of training opportunities for Fall 2018.

The catalog includes sessions designed for specific titles and subject areas including:

- o Court/Office Clerical
- o Court Clerks
- o Court Interpreters
- o Court Reporters
- o Managers and Supervisors
- o Software
- o Personal and Professional Development

### INSTRUCTIONS FOR REGISTRATION

1. EMPLOYEES MUST HAVE APPROVAL TO PARTICIPATE IN ALL TRAINING SESSIONS.
2. Registration may be submitted by using the electronic [Registration Form](#).

NOTE: Webinars Via Skype for Business: Participants must ensure their Skype for Business audio and video equipment is installed and working properly prior to connecting the virtual training.

[Registration Form](#)

There are several ways to view this Course Catalog: *By Date, Subject Area, Course Title or Calendar View* .

To sort and view by heading: Click on the heading "Date" "Subject Area" or "Court Title"

For "Calendar view" CLICK: [Calendar View](#)

#### Training Courses Data

<input type="checkbox"/>	Date	Start Time	End Time	Subject Area	Course Title	Faculty	Topics Discussed	Format/ Location
<input type="checkbox"/>	9/18/2018	2:30pm	3:30pm	Work-Safe	Sexual Harassment and Discrimination in the Workplace: 9/18/18, Webinar	HR Training Faculty	Overview of anti-harassment, anti-discrimination laws and UCS policies; theories of discrimination; examples of verbal, nonverbal and physical harassment; options for reporting.	Skype for Business
<input type="checkbox"/>	9/19/2018	9:15am	12:30pm	Software	Outlook Workshop: 9/19/18, Classroom	HR Training Faculty	Calendar appointments and meetings; creating and sharing folders; email groups, working with attachments; creating and managing rules.	Classroom 25 Beaver Street, NY
<input type="checkbox"/>	9/20/2018	2:30pm	3:30pm	Family Court	Mediation Program in NYC Family Court: 9/20/18, Webinar	Jacqueline Marmora, Court Clerk Training Specialist	Overview of the Mediation Program in Family Court and Custody/Visitation; when to recommend; how to schedule.	Skype for Business
<input type="checkbox"/>	9/21/2018	2:30pm	3:30pm	Civil Court	DIY Forms in NYC Civil Court: 9/21/18, Webinar	Danielle Violet, Court Clerk Training Specialist	Overview of the DIY forms programs available for different courts; Law Help Interactive website; the DIY Vacate Default Judgement for a Consumer Debt case and the Tenant Affidavit to Vacate a Default Judgment programs.	Skype for Business
<input type="checkbox"/>	10/2/2018	2:30pm	3:30pm	Supervisory/ Management Development	EEO: The Manager's Role in Ensuring a Bias-free Work Environment:10/2/18, Webinar	HR Training Faculty	EEO statutes and UCS policies; define and identify harassment and discrimination; supervisor/manager obligations and responsibilities, resources and reporting options.	Skype for Business
<input type="checkbox"/>	10/3/2018	9:15am	12:30pm	Software		HR Training Faculty		

				Word for Beginners Workshop: 10/3/18, Classroom		Hands-on practice on how to use MS Word Tabs and Ribbons; create, edit, save and print documents; manage files; create simple tables.	Classroom 25 Beaver Street, NY
10/4/2018	2:30pm	3:30pm	Professional Development	Sovereign Citizens: 10/4/18, Webinar	Lt. Charles Hollon	Strategies to identify and interact with sovereign citizens; procedures to notify court security.	Skype for Business
10/9/2018	2:30pm	3:30pm	Court Interpreting	Remote Interpreting Best Practices: 10/9/18, Webinar	Ann Ryan, Coordinator, Office of Language Access	History of the Remote Interpreting Program and protocols; mode of interpreting; what to expect during remote interpreting proceedings.	Skype for Business
10/10/2018	9:15am	12:30pm	Software	Word Advanced Workshop: 10/10/18, Classroom	HR Training Faculty	Hands-on practice on how to create a mail merge; macros and tables; outlines and table of content; and how to insert headers/footers and page numbers.	Classroom 25 Beaver Street, NY
10/10/2018	2:30pm	3:30pm	Civil Court	Housing Court Warrants; 10/10/18, Webinar	Danielle Vialet, Court Clerk Training Specialist	Overview of rules and procedures to process Housing Court Warrants; UCMS-LC entries.	Skype for Business
10/11/2018	2:30pm	3:30pm	Court Interpreting	Acculturation and Court Interpreting: 10/11/18, Webinar	Sandro Tomasi, Court Interpreter	Learning differences in languages.	Skype for Business
10/12/2018	9:15am	1:00pm	Supervisory/ Management Development	Performance Management Workshop: 10/12/18, Classroom	James Gorman, Esq.	Developing unit and employee goals; practical tips to complete evaluation forms; performance evaluation meetings.	Classroom 25 Beaver Street, NY
10/12/2018	2:30pm	3:30pm	WorkLife Balance	WorkLife Balance: Care Giving:10/12/18, Webinar	Corporate Counseling Associates	How to find the best after school programs, pre-school and nursing homes; meals on wheels; pet care programs.	Skype for Business
10/16/2018	2:30pm	3:30pm	Court Interpreting	Court Interpreter's Role in the Court: 10/16/18, Webinar	Leonard Morin, Court Interpreter	Skills for consecutive and simultaneous interpreting, and sight translation; common challenges in the courtroom; how onus of language access is not solely the interpreters responsibility.	Skype for Business
10/16/2018	9:15am	1:00pm	Supervisory/ Management Development	Effective Meetings: 10/16/18, Classroom	HR Training Faculty	Planning for a meeting; purpose and objective; developing agendas; identifying resources and materials; the meeting environment; helpful tips to conduct skype and performance evaluation meetings.	Classroom 25 Beaver Street, NY
10/31/2018	9:15am	12:30pm	Software	Excel Workshop: 10/31/18, Classroom	HR Training Faculty	Hands-on practice on how to enter data; format spreadsheets; sort cell content; set values and formulas; perform calculations; create charts; print options.	Classroom 25 Beaver Street, NY
11/1/2018	2:30pm	3:30pm	Criminal Court	Motion Department, Supreme Court, Criminal Term: 11/1/18, Webinar	Siobhan Shea-Gillespie, Case Management Coordinator	Assignment and tracking process of motions from the District Attorney and Defense Bar; Bail Reviews; Emergency Applications.	Skype for Business
11/8/2018	9:15am	5:00pm	Supervisory/ Management Development	Transition to Supervisor: Two Day Program: 11/8-9/18, Classroom	HR Training Faculty	Performance Management; Managing Employee Time and Leave; Ethics; The Work-Life Assistance Program: The Manager's Role in Ensuring a Bias-Free Work Environment; The Interview Process; The Grievance Process; Supervisory Resources.	Classroom 25 Beaver Street, NY
11/9/2018	2:30pm	3:30pm	Problem-Solving Courts	Mental Health Court: 11/9/18, Webinar	Hon. Matthew D'Emic	The Mental Health Court's mission; target population; referrals, screening and assessment; terms of participation; the role of the court, lawyers and community-based service providers.	Skype for Business
11/14/2018	2:30pm	3:30pm	Court Interpreting	Courtrooms as Classrooms Part II: 11/14/18, Webinar	Ricardo Fernandez, Court Interpreter	How to manage challenges "on" and "off the record."	Skype for Business
11/15/2018	2:30pm	3:30pm	Family Court	Legislative Update: Family Law: 11/15/18, Webinar	Janet Fink, Esq.	Review of legislation enacted in 2017-18 and discuss its impact on the Family Courts.	Skype for Business
11/16/2018	9:15am	1:00pm	Supervisory/ Management Development	Performance Management Workshop: 11/16/18, Classroom	James Gorman, Esq.	Developing unit and employee goals; practical tips on how to complete evaluation forms and conduct performance evaluation meetings.	Classroom 25 Beaver Street, NY
11/16/2018	2:30pm	3:30pm	Family Court	Uniformed Child Custody Jurisdiction Enforcement Act (UCCJEA): 11/16/18, Webinar	Jacqueline Marmora, Court Clerk Training Specialist	Custody/visitation under UCCJEA; definitions; common forms and filing petitions.	Skype for Business
11/20/2018	9:15am	1:00pm	Professional Development	Successful Communication: 11/20/18, Classroom	HR Training Faculty	Communication process model; developing a plan to communicate effectively; active listening; verbal/ nonverbal and barriers of communication; conflict management and assertive communication.	Classroom 25 Beaver Street, NY
11/20/2018	2:30pm	3:30pm	Civil Court	Civil Judgments in Civil Court: 11/20/2018, Webinar	Danielle Vialet, Court Clerk Training Specialist; Tanya Faye, Senior Court Clerk	Overview of statutes, rules and procedures to process judgements in NYC Civil Court; checklists; UCMS-LC entries.	Skype for Business
11/27/2018	2:30pm	3:30pm	Court Interpreting	Consecutive Interpreting Strategies: 11/27/18, Webinar	Hermes Mena, Principal Court Interpreter	Helpful tips to prepare before "consecutive interpreting" proceedings; best practices during the proceedings; proceedings for the deaf or hard of hearing; working with video or teleconference.	Skype for Business
11/27/2018	9:15am	1:00pm	Professional Development	Mechanics of Business Writing: 11/27/18, Classroom	HR Training Faculty	The parts of speech; subject verb agreement; adjectives; adverbs; pronouns; capitalization; punctuation; and proofreading.	Classroom 25 Beaver Street, NY
11/28/2018	10:00am	11:00am	Surrogate's Court	Legal Update Surrogate's Court: 11/28/18, Webinar	Doreen Quinn, Esq.	Review of legislation enacted in 2017-18 and discuss its impact on the Surrogate's Courts	Skype for Business
11/28/2018	2:30pm	3:30pm	WorkLife Balance	WorkLife Balance: Emotional Well-Being: 11/28/18, Webinar	Corporate Counseling Associates	Coping with stress and anxiety; helpful tips on adjusting to everyday life stresses.	Skype for Business
11/29/2018	2:30pm	3:30pm	Criminal Court	Bail Procedures in Supreme Court, Criminal Term: 11/29/18, Webinar	Justin Barry, Esq.	Scheduling and Part designations; delivery of court documents and communication; data and CRIMS; prisoner production; Bail Review Transmittal Sheet; Order to Produce for Supreme Court Bail Review.	Skype for Business
12/4/2018	10:00am	12:30pm	Surrogate's Court	Surrogate's Court Operations Topic TBD: 12/4/18, Webinar	Doreen Quinn, Esq.	TBA	Skype for Business
12/4/2018	2:30pm	3:30pm	Criminal Court	Hearings and Orders Under CPL 370.15: 12/5/18, Webinar	Audrey Stone, Esq.	Review related federal laws and discussion of risk assessment and "red flags" that affect safety of litigants in domestic violence cases; court's new responsibilities under new legislation.	Skype for Business
12/5/2018	9:15am	1:00pm	Professional Development	Effective Business Writing: 12/5/18, Classroom	HR Training Faculty	The writing process; essentials for effective writing; how to avoid wordiness; use of the active/passive voice; using effective transitions.	Classroom 25 Beaver Street

12/6/2018	2:30pm	3:30pm	Civil Court	Small Claims Court-Trebel Damages: 12/6/18, Webinar	Danielle Vialet, Court Clerk Training Specialist	Helpful tips on how to handle Treble Damages filings in NYC Civil Court.	Skype for Business
12/7/2018	2:30pm	3:30pm	Criminal Court	Jury Trials in NYC Criminal Court: 12/7/18, Webinar	Bonnie Laurie, Associate Court Clerk	Review of jury trial procedures in NYC criminal court; voir dire; jury handling; evidence; taking in verdicts and sentencing.	Skype for Business
12/7/2018	2:30pm	3:30pm	Justice Initiatives	Office for Justice Initiatives Update: 12/7/18, Webinar	Melissa Sellers, Senior Court Clerk Elizabeth Doherty, Senior Court Clerk	Access to Justice Program; help centers and DYI forms.	Skype for Business
12/11/2018	2:30pm	3:30pm	Family Court	Juvenile Delinquency Pre-Disposition Hearings: 12/11/18, Webinar	Jacqueline Marmora, Court Clerk Training Specialist	How to initiate a pre-petition hearing; type of hearings; common outcomes; orders.	Skype for Business
12/12/2018	2:30pm	3:30pm	Court Interpreting	Forensic Psychological Interviews: 12/12/2018, Webinar	Lionel Bajaan, Senior Court Interpreter	Dynamics of court interpreting in Forensic Psychological Interviews.	Skype for Business
12/14/2018	3:30pm	4:30pm	Court Reporting	Personal File/Backup, Organization and Use of the Cloud: 12/14/18, Webinar	Michael DeVito, Special Projects Coordinator	Simple and effective methods of organization; maintenance and backing up personal files; helpful hints when creating filenames and subfolders; advantages of using "the cloud."	Skype for Business
12/18/2018	2:30pm	3:30pm	Civil Court	Legislative Update: Civil Law: 12/18/18, Webinar	Alfred Tartaglia, Esq.	Review of legislation enacted in 2017-18 and discuss its impact on the Civil Courts.	Skype for Skype

[Add new item](#)

## ON-DEMAND TRAINING (PAST WEBINARS)

### (click on course title to play)

Title/Date	Handouts
<p><b>County Clerks Office: An Introduction (9/27/16)</b></p> <p>42 Minutes</p>	
<p><b>Court Help Centers (10/20/17)</b></p> <p>52 minutes</p>	<ul style="list-style-type: none"> <li>• <a href="#">Help Centers_presentation.pdf</a></li> </ul>
<p><b>Creating Professional Business Letters and Memoranda (11/4/16)</b></p> <p>40 minutes</p>	<ul style="list-style-type: none"> <li>• <a href="#">Professional Business Letters.pdf</a></li> </ul>
<p><b>Court Reporters</b></p> <p><b>Digital Archiving: The Basics and Update (12/20/17)</b></p> <p>26 minutes</p>	
<p><b>Supreme Civil Court</b></p> <p><b>E-Filing Expanded Legislation(4/74/17)</b></p> <p>56 minutes</p>	
<p><b>Email Writing (12/6/16)</b></p> <p>56 minutes</p>	<ul style="list-style-type: none"> <li>• <a href="#">Writing Effective Emails - Handout.pdf</a></li> <li>• <a href="#">Sample of Inverted Pyramid.pdf</a></li> <li>• <a href="#">Short Words for Email Writing.pdf</a></li> <li>• <a href="#">Email Policy.pdf</a></li> </ul>
<p><b>Excel Overview (11/9/17)</b></p> <p>48 minutes</p>	<ul style="list-style-type: none"> <li>• <a href="#">Manual Part 1.pdf</a></li> <li>• <a href="#">Formulas in Excel.pdf</a></li> </ul>
<p><b>Family Courts</b></p> <p><b>Going Paperless (4/4/18)</b></p> <p>59 minutes</p>	
<p><b>Supreme and Surrogates Courts</b></p>	

<p><b>Guardianship Art. 81 Art. 17A, Incapacitated OR Developmentally Disabled (3/31/17)</b></p> <p>1:05 minutes</p>	
<p><b>HIPAA(12/1/17)</b></p> <p>48 minutes</p>	<ul style="list-style-type: none"> <li>• Are You...BrochureHIV-SUD.pdf</li> <li>• HIV-AIDS_Testing-Confidentiality-Discrimination-2012_with_2017_supplement.pdf</li> <li>• HIVConfidentiality_brochure.pdf</li> <li>• Sample-Notice-Prohibiting-Redisclosure-2017(4).pdf</li> <li>• 42 CFR Part 2 text.pdf</li> <li>• 2017 Changes to Part-2.pdf</li> </ul>
<p><b>Supreme Civil Courts Maintaining the Minute Book(11/20/15)</b></p> <p>50 minutes</p>	<ul style="list-style-type: none"> <li>• Maintaining Minute Book 2015.pdf</li> </ul>
<p><b>Outlook Overview (2/28/17)</b></p> <p>55 minutes</p>	<ul style="list-style-type: none"> <li>• Outlook Introduction Training Manual.pdf</li> <li>• 2016 Quick Reference Card.pdf</li> <li>• Faxing in Outlook.pdf</li> <li>• E-MailPolicy.pdf</li> </ul>
<p><b>Real-time Court Reporting (12/20/17)</b></p> <p>49 minutes</p>	<ul style="list-style-type: none"> <li>• Real-time Reporting Participant handout.pdf</li> </ul>
<p><b>Word Overview (3/1/17)</b></p> <p>56 minutes</p>	<ul style="list-style-type: none"> <li>• Manual Part 1 Final.pdf</li> <li>• Word 2016 Quick Reference Card rev.pdf</li> <li>• Word Short Cuts.pdf</li> <li>• Mail Merge Instructions NEW.pdf</li> </ul>