



MICHIGAN SUPREME COURT

MICHIGAN JUDICIAL INSTITUTE

MICHIGAN HALL OF JUSTICE • PO Box 30205 • LANSING, MI 48909
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November 25, 2009

SEMINAR ANNOUNCEMENT

ESSENTIALS OF LEADERSHIP FOR FIRST-LEVEL SUPERVISORS IN A COURT SETTING

January 27, 2010
Michigan Hall of Justice
Lansing, Michigan

Seminar Description

The Michigan Judicial Institute (MJI) is pleased to offer a seminar focusing on developing the leadership skills of first-level supervisors. Participants will acquire practical skills that will enable them to get desired results from the individuals whom they supervise; realize their role as leaders in a court environment; and develop basic coaching skills.

By the conclusion of this workshop, participants will:

1. Learn how to increase their effectiveness as leaders.
2. Improve their ability to motivate people.
3. Learn appropriate ways to provide constructive feedback.

Seminar Logistics and Faculty

The seminar will commence at 10:00 a.m. and conclude by 2:30 p.m. A request for attendance is a commitment to attend and complete the entire day.

Faculty for this seminar will be Mr. Michael Dillon, Court Administrator, 55th District Court, Ingham County, Michigan. Mr. Dillon previously served in several capacities in the 12th District Court, Jackson; including court administrator, probation officer, probation administrator, and magistrate. He has served as faculty for MJI since 1999.

Participant Eligibility

Due to seminar design and content, attendance is limited to fifty (50) first-level supervisors hired within the last two years. Additional attendees will be accepted on a space-available basis only.

Registration Procedure

The Michigan Judicial Institute is utilizing online registration. Please go to the following link to register: <http://courts.michigan.gov/MjiOnline> and use the following invitation code: 1E2A96

To enable the Michigan Judicial Institute to finalize planning, you must register for this seminar by **Wednesday, December 23, 2009**.

If you do not have internet access, or are otherwise unable to register electronically, please contact Amy Feinauer at (517) 373-5553 for a paper registration form.

Lodging

Double-occupancy lodging is assigned by MJI at the **Lexington Lansing Hotel** (formerly the Sheraton Lansing Hotel) for the evening of January 26. To qualify for MJI paid lodging, your office must be located more than **100 miles** from the seminar site.

If a single room is requested, the participant is responsible for the additional lodging room cost (approximately \$38.00 per night, plus applicable taxes). Please make the appropriate lodging request when you e-register. Facility space constraints do not allow MJI to make any arrangements for lodging of spouses, family, or friends of seminar participants.

Meals

Participants will be provided with a luncheon and refreshments. Other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

Persons with Disabilities

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs when you e-register.

Confirmation

Registrants selected for attendance will be e-mailed an individual confirmation letter and other pertinent information following the registration deadline. If you do not receive a confirmation e-mail at least one week prior to the seminar date, please contact the Michigan Judicial Institute.

Questions

If you have questions concerning the seminar or the registration process, please call Peter Stathakis, Program Manager, at (517) 373-7607 or by e-mail at stathakisp@courts.mi.gov, or Amy Feinauer, Program Assistant, at (517) 373-5553 or by e-mail at feinauera@courts.mi.gov.

REGISTRATION DEADLINE
WEDNESDAY, DECEMBER 23, 2009