



Court Leadership Institute
of Arizona

Arizona Court Leadership Programs

ARIZONA COURT SUPERVISOR (ACS)

WHO > Frontline court and probation department supervisors, or new supervisors and managers in the court system. Must currently be a judicial branch employee.

WHAT > A series of both in-class and online courses covering:

- Transitioning to Role of Supervisor *(online webinar)*
- Supervisory Ethics *(online webinar)*
- Human Resources Management *(1 day classroom)*
- Supervisor's Role in Case Management* *(1 day classroom)*
- Supervisor Essential Skills *(self-paced online 12-20 hours)*
 - Conflict Resolution
 - Problem Solving & Decision Making
 - Coaching & Employee Relations
 - Effective Communications and Meetings
 - Team Building & Employee Motivation
 - Setting Priorities
 - Change Management
- Core Functions *(self-paced online)*
 - Purposes and Responsibilities of Courts
 - Visioning and Strategic Planning
 - Legal Information vs Legal Advice
 - Records Management
 - Security & Emergency Preparedness
- Capstone Session *(1.5 days classroom)*
 - Leadership
 - Public Education and Media
 - Workflow Processes & Environment
- Probation Essential Components* *(½ day)*

CERTIFICATES > ACS

* Probation supervisors take a probation specific version of the case management class which includes an additional ½ day probation essential components class for a probation supervisor endorsed certificate.

ARIZONA COURT MANAGER (ACM)

Second level managers, senior supervisors or participants completing ACS. Must be recommended by court or probation department.

A combination of **National Center for State Courts, (NCSC) Institute for Court Management (ICM) Courses** and in-class Arizona specific “AZ PLUS” courses.”

ICM Courses* *(2½ days each class)*

- Purposes & Responsibilities of Courts
- Caseflow Management
- Court Performance Standards
- Human Resources Management
- Budget and Financial Mgmt
- Technology Management

AZ PLUS—Manager

- Managing Diversity *(½ day)*
- Specialty Courts *(½ day)*
- Capstone: Governance, Inherent Powers, Leadership, Civil Case Process, Jury Mgmt, Records Mgmt, Probation Mgmt. *(3 days)*

ACM & ICM CCM*

* Completion of these courses with a \$50 per course fee to NCSC will also result in the ICM Certified Court Management (CCM) certificate.

ARIZONA COURT EXECUTIVE (ACE)

Senior level managers, court or probation executives or participants completing ACM. Must be recommended by court or probation department.

A combination of **National Center for State Courts, (NCSC) Institute for Court Management (ICM) Courses** and in-class Arizona specific “AZ PLUS” courses.

ICM Courses** *(2½ days each class)*

- Essential Components
- Leadership
- Visioning & Strategic Planning
- Education, Training & Development
- Court Community Communications
- High Performance Courts—Concluding Seminar

AZ PLUS—Executive

- Capstone: *(1 ½ days)* “Addressing Emerging Trends and Issues in...”
 - Balancing Judicial Independence and Interdependencies
 - Facilities Management
 - Security & Emergency Management
 - Jury Management

ACE & ICM CCE**

** Completion of these courses with a \$50 per course fee to NCSC and completion of the CCM, will also result in the ICM Certified Court Executive (CCE) certificate.

For More Information Contact: (602) 452-3060 or www.azcourts.gov/clia

Arizona Supreme Court, Administrative Office of the Courts, Education Services Division



Court Leadership Institute
of Arizona

Arizona Court Leadership Programs

Registration Information: www.azcourts.gov/clia

COST

ARIZONA COURT SUPERVISOR (ACS)

At this time there is no cost to attend these classes. Classes are held at the Judicial Education Center in Phoenix and travel is on own. Participants will need a user license for some of the online classes which is provided through the Education Services Division.

ARIZONA COURT MANAGER (ACM)

At this time there is no cost to attend these classes. Classes are held at the Judicial Education Center in Phoenix and travel is on own. Participants who want the National Center for State Courts (NCSC) ICM Certified Court Manager certificate pay a \$50 per class fee to the NCSC.

ARIZONA COURT EXECUTIVE (ACE)

At this time there is no cost to attend these classes. Classes are held at the Judicial Education Center in Phoenix and travel is on own. Participants who want the National Center for State Courts (NCSC) ICM Certified Court Executive* certificate pay a \$50 per class fee to the NCSC.

REGISTRATION

Participants must first apply for admission to the ACS program. Admission requires approval by their manager.

Once admitted, participants register online for calendared classes. Participants will also receive a one-year license, per user, to access the library of online self-paced classes.

Participants must first apply for admission to the ACM program. Admission requires approval of their department head—typically the presiding judge, chief probation officer, juvenile court center director, clerk of the court or superior court administrator.

Once admitted, participants register online for calendared classes. Registration opens 2 months prior to class date. Only program participants receive notification of classes.

Participants must first apply for admission to the ACE program. Admission requires approval of their department head—typically the presiding judge, chief probation officer, juvenile court center director, clerk of the court or superior court administrator.

Once admitted, participants register online for calendared classes. Registration opens 2 months prior to class date. Only program participants receive notification of classes.

SCHEDULE

- Online instructor-led classes will repeat at least twice per quarter.
- Face-to-face classes will be offered at least once per calendar year.
- Self-paced classes can be taken through-out the calendar year.

- The six NCSC ICM classes are scheduled once every 12-16 months.
- The AZ Plus classes are scheduled once per calendar year.

- The six NCSC ICM classes are scheduled once every 12-16 months.
- The AZ Plus classes are scheduled once every 12-16 months.

CERTIFICATES

ACS

ACM & ICM CCM

ACE & ICM CCE*

*NCSC Certified Court Executive (CCE) requires completion of all 12 ICM courses. Completion of the CCE enables participants to apply for the NCSC Fellowship program without attending the 3-week residential program. Completion of the CCM enables participants to apply for the NCSC Fellowship program with the 3-week required residential program. For more information on NCSC ICM programs: <http://www.ncsc.org/Education-and-Careers/Certification-Programs.aspx>