



**TRAIN THE TRAINERS WORKSHOP
ADMINISTRATIVE OFFICE OF THE U.S. COURTS
DEFENDER SERVICES OFFICE TRAINING DIVISION**

**Hilton Baltimore
401 West Pratt Street
Baltimore, Maryland 21201
October 18-20, 2018**

DRAFT AGENDA

Thursday – October 18, 2018

7:30 to 8:30 AM Workshop Registration & Continental Breakfast

8:30 to 8:45 AM Welcome and Introduction to the Workshop
Craig Crawford, Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.

8:45 to 9:45 AM Channeling Mr. Rogers: How to Create and Effectuate an Engaging and Useful Presentation (Plenary)
Jay McEntire, Senior Litigator, Federal Defenders of Washington and Idaho, Inc., Spokane, Washington

On May 1, 1969, Fred Rogers testified before a senate subcommittee to save PBS from budget cuts. In just 6 minutes, Mr. Rogers turned the subcommittee from deep skeptics into passionate supporters. It was remarkable. In this talk, we'll discuss how to blend the moral psychology that Mr. Rogers relied on with other presentation tips to craft informative and persuasive talks—no matter the audience.

After this session and the small groups that follow, participants will:

1. Know and understand the key elements to create an engaging and useful presentation.
2. Be able to identify non-verbal cues from an audience and contemporaneously adapt a presentation to respond to those cues.
3. Be able to apply moral psychology to effectuate an informative, persuasive, and relevant presentation.

9:45 to 10:45 AM **The Elements of Effective Small Group Facilitation and Feedback (Plenary)**

Michael Kennedy, *Law Office of Michael Jerome Kennedy, PLLC, Reno, Nevada*

Anthony “Tony” Natale, *Supervisory Assistant Federal Public Defender, Southern District of Florida, Miami, Florida*

After this session and the small groups that follow, participants will:

1. Know, understand, and be able to use the elements of effective small group facilitation and feedback skills.
2. Know how to give meaningful and constructive feedback in a way that maximizes participants’ abilities to learn the material.

10:45 to 11:00 AM **Break**

11:00 AM **How Adults Learn and Retain Information (Plenary)**

to 12:00 PM Phyllis Subin, *Director, Justice Systems Leadership, Consulting and Development, Santa Fe, New Mexico*

After this session, participants will:

1. Know and understand the importance of learning objectives, how to develop them, and how to use them to ensure effective adult learning.
2. Know and understand the major types of learning styles.
3. Know and understand the basic principles of adult learning.
4. Know and understand the general implications for training design that follow from principles of adult learning and learning styles, such as the need to present information in short blocks of time and through different means, including written materials, spoken words, graphics or visuals, and through interactive sessions and exercises.

12:00 to 1:15 PM **Lunch (on your own)**

1:15 to 4:30 PM **Learning Objectives – Concurrent Small Group Breakouts**

Third session provides an opportunity for group members to be introduced to each other, to learn the ground rules and purposes of the breakouts, and to write learning objectives for their training topics.

4:30 to 4:45 PM **Break**

4:45 to 5:45 PM **How to be an Effective Moderator or Panelist for Panel Discussions (Plenary)**

Juval O. Scott, *Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

We've all sat through panel discussions that were disjointed, unintegrated, and flat out boring. This session will provide tips on how to make panels engaging and interactive.

Friday – October 19, 2018

7:30 to 8:30 AM **Continental Breakfast**

8:30 to 9:30 AM **Visual Persuasion: How to Use PowerPoint and other Audio/Video Tools to Enhance Your Presentations (Plenary)**
Sean Broderick, *National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, California*

After this session and the small groups that follow, participants will:

1. Know and understand the role of audio-visual aids in the design of training.
2. Know and understand the elements of the effective use of audio-visual aids.
3. Be able to use the basic and/or more sophisticated functions of PowerPoint to produce effective audio-visual aids.

9:30 to 9:45 AM **Break**

9:45 to 11:45 AM **Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts**

This session will provide participants the opportunity to apply the principles of adult learning and training design to the subject they have selected by designing and discussing a training session on that topic. The participants will begin preparing and/or fine tuning both the content and delivery of their presentation.

11:45 AM to 1:00 PM **Lunch (on your own)**

1:00 to 5:00 PM **Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts – *cont'd***

Saturday – October 20, 2018

8:30 to 10:15 AM **Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts – *cont'd***

10:15 to 10:30 AM **Break**

10:30 to 11:45 AM **Demonstrations of a Presentation from Each Small Group (Plenary)**

A participant from each small group will provide a segment of her/his presentation.

11:45 AM **Closing Remarks**
Craig Crawford, *Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

Small Group Faculty

Ubong Akpan, *Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

Craig Albee, *Executive Director, Federal Defenders of Wisconsin, Inc. Milwaukee, Wisconsin*

Sean Broderick, *National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, California*

Craig Crawford, *Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

Kyana Givens, *Visiting Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

Michael Kennedy, *Law Office of Michael Jerome Kennedy, PLLC, Reno, Nevada*

Francisco “Frank” Morales, *Assistant Federal Public Defender, Southern District of Texas, Corpus Christi, Texas*

Anthony “Tony” Natale, *Supervisory Assistant Federal Public Defender, Southern District of Florida, Miami, Florida*

Joan Politeo, *Attorney Advisor, Defender Services Office, Training Division, Washington, D.C.*

Kelly Scribner, *Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, California*

Callie Glanton Steele, *Senior Litigator, California Central Federal Public Defender, Los Angeles, California*

Phyllis Subin, *Director, Justice Systems Leadership, Consulting, and Development, Santa Fe, New Mexico*