



# THE SUPREME COURT of OHIO JUDICIAL COLLEGE

FOR COURT MANAGERS AND SUPERVISORS

## Performance Management

### Course Date & Time

Wednesday, April 4, 2012

*OR*

Thursday, April 5, 2012

9:00 a.m. to 4:00 p.m.

### Location

Quest Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240  
614.540.5540

### Hotel Information

Best Western Franklin Park Suites  
2045 Polaris Parkway  
Columbus, Ohio 43240

For the night prior to the course, the room rate is \$80 plus tax (includes breakfast). Call the hotel at 614.396.5100 **before March 14** to receive this special Judicial College rate.

### Tuition Free

Materials, lunch, and refreshment breaks will be provided.

### No Continuing Education Hours

No CLE or CPE hours are available for this course.

### Cancellation

If you cannot attend, please notify us by **March 30, 2012**.

### Special Needs

Please supply special needs, such as vegetarian meals, when you register.



**Course Description.** Performance Management is important for the development of staff and the achievement of organizational goals. In this course, managers will learn how to transform the annual employee evaluation into the effective management skill of Performance Management. Attendees will

- Refresh or gain new skills for leading staff using effective performance management methods.
- Learn techniques for preparing for and conducting effective performance appraisal sessions with employees, including addressing performance issues, formulating goals and objectives, and coaching employees on fulfilling goals.
- See samples of performance summaries and have an opportunity to draft, enhance, and improve performance evaluation feedback.

### Faculty.

**Monica Hunyadi, MBA**, the Director of the Office of Human Resources of the Supreme Court of Ohio, is responsible for formulating, implementing, and providing technical advice on human resource matters. She is the Court's EEO Officer and provides human resource management assistance to other state courts and agencies affiliated with the Supreme Court.

**Jillian Anderson, PHR, MBA**, has worked in the Human Resources Office at the Supreme Court of Ohio for nine years. Currently, she coordinates training, recruitment, employee relations, and Workers' Compensation efforts. Prior to assuming this role, she administered benefits, leave programs, and employee relations for the more than 300 Supreme Court of Ohio employees as well as more than 1400 judges and appellate court staff throughout the state.

To view the Judicial College homepage for course calendars and additional information, please visit [www.supremecourt.ohio.gov/Boards/judCollege/default.aspx](http://www.supremecourt.ohio.gov/Boards/judCollege/default.aspx).

**QUESTIONS?** Contact Judicial College staff at 614.387.9445.

### Course Content

J. Kristopher Steele, Education Program Manager

### Registration Information

Patti Reid, Registrar



## LOGIN INFORMATION AND REGISTRATION INFORMATION

1. Click the following box  or go to [www.judicialedcademy.ohio.gov](http://www.judicialedcademy.ohio.gov)
2. Select “**Login or create an account**” at the upper right corner of the page.
3. To log in: *Please note that you will not be registered for a course until you complete steps 4 and 5.*

SCO HOME » ACCOUNT » SUPREME COURT OF OHIO LOGIN

**Login**

Username:   
(or Attorney Registration Number)

Password:   
\*Case sensitive

Remember me

[Forgot your username/password?](#)

**Non-Attorneys:** Log in on the **left side** using your Judicial eCademy username and password that was e-mailed to you by the Supreme Court. *Do not use “New User? Register” box.*

**Ohio Attorneys:** Log in on the **left side** using your Ohio Attorney Registration Number (username) and Attorney Services password. *Do not use “New User? Register” box.*

### Frequently Asked Login Questions

❖ **I do not remember my username and/or password. How do I obtain them?**  
 Click the “[Forgot your username/password?](#)” link under the login box and follow the specific instructions for if you are an Ohio attorney or a non-attorney. If you have an account, an e-mail will be sent from “donotreply” to reset password.

❖ **I clicked on “forgot your username/password?” and followed the instructions. I received a message stating “the username or email address you provided is invalid, please try again.” How do I log in?**  
*You do not have a recognized account based on the information you have entered. Please go to “[New User? Register](#)” on the right side of login screen and follow the instructions to create your own credentials.*

- You will receive an email within 3 business days with your approval status. **Please note that you will not be registered for a course until you complete steps 4 and 5.**

**New User? Register**

Attorneys registered in Ohio do not need to create a new account. Please use your Ohio attorney registration number to log in.

Username:

Email Address:   
\*Note - This email address will be used ONLY for account registration/verification purposes.

Password:

Password Again:   
\*Note - The password is case sensitive.

Choose or enter a security question:  Choose  Enter my own

Security Answer:

 

Type the two words:

4. Once you have logged in to Judicial eCademy, scroll down to the search results window.
5. Select the course you wish to attend and click “**Register online,**” then follow the steps to complete your registration. Be sure to click the “Complete Registration” button at the bottom right corner.
6. A course registration confirmation e-mail will be sent after you complete your course registration.

### TO VIEW A COURSE BROCHURE

1. Once you have logged in to Judicial eCademy, scroll down to the search results window.
2. Select the course you wish to view and click “**View course brochure.**”

For questions or login assistance, please contact the Judicial College at 614.387.9445.

Please do not reply to this email. To ensure delivery, please add [judicialedcademy@sc.ohio.gov](mailto:judicialedcademy@sc.ohio.gov) to your address book.

# THE SUPREME COURT of OHIO JUDICIAL COLLEGE

## COURT PERSONNEL EMAIL REGISTRATION

(Please use only if registering more than one staff member.)

Name of Course: \_\_\_\_\_

Date of Course: \_\_\_\_\_

### *ATTENDEE #1:*

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Address: \_\_\_\_\_

Court Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Special Needs/Vegetarian Meals: \_\_\_\_\_

### *ATTENDEE #2:*

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Address: \_\_\_\_\_

Court Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Special Needs/Vegetarian Meals: \_\_\_\_\_

### *ATTENDEE #3:*

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Address: \_\_\_\_\_

Court Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Special Needs/Vegetarian Meals: \_\_\_\_\_

### *ATTENDEE #4:*

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Address: \_\_\_\_\_

Court Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Special Needs/Vegetarian Meals: \_\_\_\_\_

FOR COURSE ATTENDANCE PURPOSES ONLY (List one for all attendees)

Supervisor Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

**\*Scan and email document or email information to [patti.reid@sc.ohio.gov](mailto:patti.reid@sc.ohio.gov).\***

**QUESTIONS? Contact Judicial College staff at 614.387.9445.**

**Registration Information**  
Patti Reid, Registrar