

The Supreme Court of Ohio

JUDICIAL COLLEGE

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TO: Court Management Program Class of 2012

FROM: Margaret R. Allen, Education Program Manager
The Supreme Court of Ohio Judicial College

RE: *Managing Human Resources*, Ohio Court Management Program, Module VI
October 3-5, 2012 (2.5 days)

DATE: August 17, 2012

Greetings from the Judicial College! Hope you are well. It is with a heavy heart that I send this memo to let you know about the dates and other pertinent information regarding our last Court Management Program module, *Managing Human Resources* (sniff! You've grown up so fast!). The course dates will be October 3-5, 2012, and the location will be the Thomas J. Moyer Ohio Judicial Center, with hotel accommodations at the Sheraton Columbus Hotel at Capital Square (**★note**: new location).

The room rate at the Sheraton will be \$94 per night. Tuition will be \$150 with the Judicial College providing all course materials and daily lunches. The course schedule is as follows: course days begin promptly at 8:30 a.m. and end at 4:30 p.m.; Friday class will conclude at 11:45 a.m. with the graduation ceremony and lunch to follow. A light breakfast for students will be provided each day at the Moyer Judicial Center. Please register online via the **Judicial eCademy website** (link and login information below).

HOW TO LOGIN & ENROLL:

1. Go to www.judicialedcademy.ohio.gov
 2. Click "Login or create an account" at the upper right corner of the page.
 3. **Non-Attorneys** may log in on the left side, using your Judicial eCademy username and password. **Ohio Attorneys** may log in on the left side, using your Ohio Attorney Registration number (username) and Attorney Services password. Do not use "New User? Register." **Please note that you will not be registered for the course until you complete steps 4 and 5.**
- If you do not know your password, click on the "Forgot your username/password?" link under the login box and follow the specific instructions 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.

4. Once you have logged in to Judicial eCademy, scroll down to the search results window.
5. Click the course name, "CMP Class of 2012, Module VI: Managing Human Resources," then click "Register online," and follow the steps to complete your registration.
 - Be sure to click the "Complete Registration" button at the bottom right corner.
6. After you complete your course registration, you will receive an email confirmation.

NOTE: For online technical assistance, please email judicialedcademy@sc.ohio.gov or call (614) 387-9445.

Action Items:

***Please email the name and job title/relationship of each of your guests to cmp@sc.ohio.gov, as well as if your guests would like to take part in a tour of the building at 10:30 a.m.** (feel free to copy and paste the "form" below into your email). After the ceremony, there will be a luncheon at the Moyer Judicial Center at 12:45 for the entire class, guests, course faculty and Supreme Court staff.

My guests are:

1. (name, job title if applicable)
2. (name, job title if applicable)

(Number) of my guests would / would not like to participate in the tour at 10:30 a.m.

Please insert the number of guests attending into the "blank" at the beginning of the sentence or indicate "no tour requested" if your guests will not take part.

***Please verify that your name and title are correct as listed on the attachment. This list will be used to create your graduation program and certificate. Please reply either way to confirm that your information is correct or make a correction to cmp@sc.ohio.gov.**

Friday Notes and Activities:

- Business attire is traditional for the Certification Ceremony.
- A class photo will be taken in the Courtroom on Friday morning.
- ★ Please check out of the hotel before class on Friday or arrange for a late checkout. Graduation activities begin immediately after class.
- Your certification ceremony will take place Friday afternoon from 12:00 p.m.-12:45 p.m. Each CMP student may invite up to two guests.

Enclosed, please find:

1. Faculty Bios
2. Agenda
3. Directions to the hotel with hotel reservation date.
4. List of names to be used for the certification ceremony program

I look forward to seeing you in October! Let me say again what a pleasure it has been working with you over the past three years.

FACULTY BIOS

MONICA HUNYADI is the director of the Office of Human Resources for the Supreme Court of Ohio where she directs the human resources function for the court. In that role she 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. She also serves as guest speaker for various programs led by OACA, NCSC and the Judicial College.

Prior to joining the court, Ms. Hunyadi was the director of operations for the Consumers' Counsel where she oversaw the administrative functions, including human resources, information technology, strategic planning and agency budget and fiscal operations. Ms. Hunyadi also directed the operations of the Consumer Service Response Center, where staff investigators manage utility service-related contacts from residential utility consumers, the legislature and others.

Previously, Ms. Hunyadi worked in offices across the country developing and implementing corporate employment policies and procedures for a healthcare provider with 2,700 employees. She also helped to develop a human resources department, implemented a self-insured workers' compensation program and managed a \$19 million budget for a high-tech international company.

She has extensive hands-on experience designing, developing and/or implementing a merit-based compensation system, balanced scorecard strategic planning processes, internal promotions and reclassifications, organizational policies, procedures, orientation programs and employee handbooks, various network and telecommunications hardware and software projects, the use of internal and external customer satisfaction measurement tools, safety, workers' compensation and transitional work programs, a Human Resources Information System, training and development plans, employee assistance program and quality circle programs.

Ms. Hunyadi holds a master's degree in business administration from Franklin University, a bachelor's degree in personnel administration from the University of Cincinnati and is trained as a mediator and arbitration advocate. She completed master's degree work at the OSU Fisher College of Business in the Labor Relations and Human Resource program. She also serves on the Board of Trustees for the Columbus International Program as board president and Personnel and Placement Committee chair.

Managing Human Resources
Columbus, OH

Course Agenda

DAY ONE – Wednesday, October 3, 2012

MORNING SESSION

- 8:00 AM Course Registration
- 8:30 AM **Unit 1: Welcome and Introduction to the Course**
- Introductions
 - Review of schedule and notebook materials
 - Course objectives and expectations
 - Activity 1A – Participant Introductions
 - Exercise 1B – Exploring Human Resource Structures
- 9:15 AM **Unit 2: An Overview of Management Issues**
- Exercise 2A – Human Resources Challenge
- 10:00 AM *Break*
- 10:15 AM **Unit 3: The Legal Foundation of Human Resources**
- Activity 3A – Video: Jack Cade's Nightmare
 - Exercise 3B – Employment Law Self-Assessment
- 12:00 PM *Lunch*

AFTERNOON SESSION

- 1:00 PM **Unit 3: The Legal Foundation of Human Resources (Cont.)**
- 2:00 PM *Break*
- 2:15 PM **Unit 3: The Legal Foundation of Human Resources (Cont.)**
- 4:30 PM *Adjourn*

DAY TWO – Thursday, October 4, 2012

MORNING SESSION

- 8:30 AM Recap and Debriefing of Day One
- 9:00 AM **Unit 4: Staffing, Orientation and Mentoring**
- Exercise 4A – Generational Perspectives in the Workplace (optional)
- 10:00 AM *Break*
- 10:15 AM **Unit 4: Recruitment and Selection of Employees (Cont.)**
- Exercise 4B – Developing Effective Interview Questions
 - Exercise 4C – Onboarding: Beyond the Basics
 - Exercise 4D – Emotional Intelligence Assessment (optional)
- 12:00 PM Lunch

AFTERNOON SESSION

- 1:00 PM **Unit 5: Effective Performance Management**
- Activity 5A – Performance Appraisal in the Courts Video, Vignettes 1 and 2
- 2:00 PM *Break*
- 2:15 PM **Unit 5: Effective Performance Management (Cont.)**
- Exercise 5B – Promotion and Performance Ranking Exercise
- 4:30 PM Adjourn

DAY THREE – Friday, October 5, 2012

8:30 AM AM	Recap and Debriefing of Day Two
9:00 AM	Unit 6: Employee Relations <ul style="list-style-type: none">• Exercise 6A – Emma, the Problem Employee
10:00 AM	Break
10:15 AM	Unit 6: Employee Relations (Cont.) <ul style="list-style-type: none">• Exercise 6B – How Would YOU Rule?• Exercise 6C – What Should a Manager Do? (optional)
11:45 AM	<i>Course Conclusion</i>
12:00 PM	Ohio Court Management Class of 2012 Certification Ceremony
12:45 PM	Luncheon for Certified Court Managers and Guests
2:00 PM	Conclusion



Class of
2012
Module 6

Hotel Information Sheet

Court Management Program Class of 2012
Module VI: Managing Human Resources
October 3-5, 2012



★Note: New Lodging Location

Sheraton Columbus Hotel at Capital Square

75 East State Street
Columbus, Ohio 43215
Tel: 614.365.4500
Fax: 614.365.4696



Mention the code *Supreme Court of Ohio* when booking sleeping rooms to get the special room rate of \$94 per night.



The cut-off date for reservations is September 7, 2012.



All of our 400 guest rooms and suites feature outstanding comforts and thoughtful Sheraton touches. After a long day of business or leisure, get a peaceful night's rest on our Sheraton Sweet Sleeper Beds. Also enjoy the convenience of wireless High Speed Internet Access, an LCD Flat Screen Television with cable channels, a large work desk with an ergonomic chair, and Shine Spa for Sheraton bath products. For a full list of room amenities, click <http://www.starwoodhotels.com/sheraton/property/rooms/index.html?propertyID=3716>.



Location Information

- Across the street from the Ohio Statehouse and a few blocks from City Hall, the Sheraton Columbus Hotel at Capitol Square is steps away from numerous cultural, sports, entertainment, and dining options..
- The Ohio Judicial Center and Sheraton are near the Ohio and Palace Theaters, COSI, Nationwide Arena, Columbus Convention Center, and the Columbus Museum of Art.
- Take in the sights, cultures, foods, and entertainment of the vibrant and unique neighborhoods of German Village, the Short North Arts District, Victorian Village, and the Brewery District all less than two miles away.

See next two pages for directions

Directions

From East (Pittsburgh & Zanesville)

- Follow Interstate 70 West to the 4th Street Exit.
- Turn right onto 4th Street and proceed 5 blocks to State Street.
- Turn left onto State Street and continue one block to 3rd Street.
- Turn left onto 3rd Street and the hotel entrance is ahead on the right.

From North (Cleveland)

- Follow Interstate 71 South to Interstate 670 West towards downtown and the 3rd Street Exit.
- Follow 3rd Street for 7 traffic lights to State Street.
- The hotel is ahead on the right at 3rd Street and State Street.

From South (Cincinnati)

- Follow Interstate 71 North to the 4th Street Exit.
- Turn left onto 4th Street and proceed 5 blocks to State Street.
- Turn left onto State Street and continue one block to 3rd Street.
- Turn left onto 3rd Street and proceed to the hotel which is on the right.

From Route 315 South

- Follow 315 South to Interstate 70 East to the 4th Street Exit.
- Turn left onto 4th Street and proceed 5 blocks to State Street.
- Turn left onto State Street and continue one block to 3rd Street.
- Turn left onto 3rd Street and the hotel is ahead on the right.

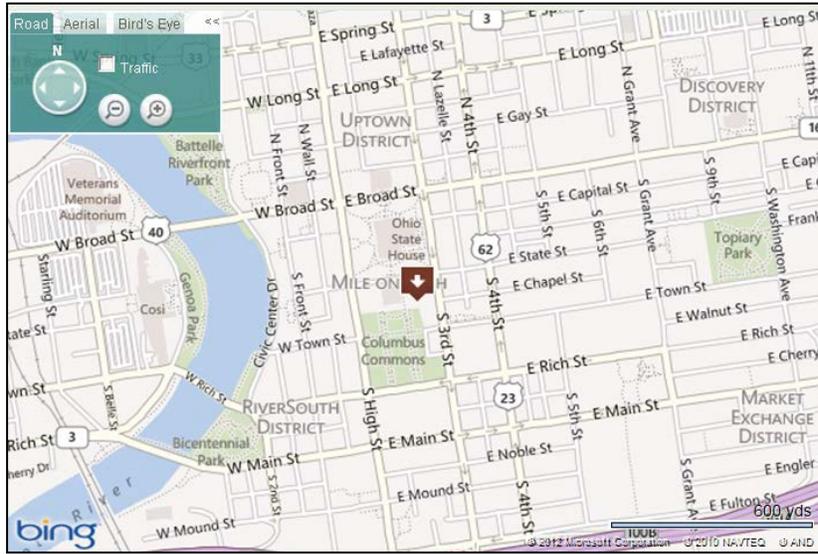
From West (Dayton, Indianapolis)

- Follow Interstate 70 East to the 4th Street Exit.
- Turn left onto 4th Street and proceed 5 blocks to State Street.
- Turn left onto State Street and continue one block to 3rd Street.
- Turn left onto 3rd Street and the valet parking entrance is on the immediate right.

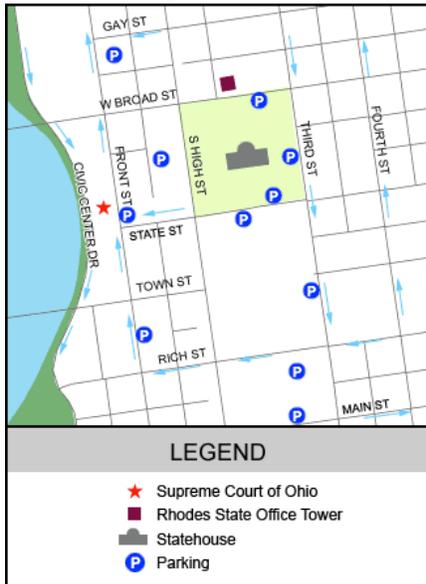
From Port Columbus International Airport

- Follow Interstate 670 West towards downtown
- Due to construction, exit onto I-71 South to the temporary Spring Street exit.
- Take Spring Street West to 3rd Street.
- Turn left onto 3rd Street and proceed for 5 traffic lights to State Street.
- The hotel is on the right at 3rd Street and State Street. The valet parking entrance is ahead on the right.

For door-to-door directions, try www.mapquest.com



Parking Information



Parking is available at the Sheraton for \$10/day.

There are several surface lots and parking garages, as well as underground parking at the State House available for various rates (\$7 - \$20 per day)

Please see the map to the left for all nearby downtown parking options