

Training

The Key to a Skilled Workforce

A corps of skilled practitioners, pragmatic problem solvers, and experienced professionals is critical to success for the Judiciary. To help ensure that federal courts have employees with the skills necessary to meet the challenges of expanding workload, growth, increasingly tight funding, and rapidly changing technology, the Administrative

Office maintains an extensive training program employing both traditional instructor-led and distance learning methods. The primary goal of the program is to provide a wide variety of quality training opportunities to meet the Judiciary's educational needs as cost effectively as possible.

Courses offered in 2000 were linked

directly to the timely implementation of Judiciary policies and programs, such as

- Financial management.
- Retirement planning.
- Statistical reporting.
- Firearms instruction.
- Facilities management.
- Contracting.
- Administrative and operational procedures.
- Court reporting, including realtime court reporting.
- Court Personnel System.
- Automation systems.
- Benefits and benefits administration.
- Panel attorney training.
- Electronic bankruptcy noticing.
- Procurement procedures.
- Workplace drug testing.
- Employment dispute resolution.
- Law clerk appointments.
- Orientation programs for chief judges, probation officers, court managers, and federal defenders.

Administrative Office staff began developing training in budgeting and financial internal controls for the Judiciary, which are scheduled for release in 2001. Development of training for accounting operations and appropriations law began in fiscal year 2000 and will continue in 2001.

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FJTN. The Federal Judicial Television Network continued to be an integral part of the Judiciary's training efforts in 2000, converting training programs previously offered in a traditional classroom setting to a format using the television network. The Administrative Office is the biggest user of FJTN, now broadcasting to more than 280 viewing sites throughout the Judiciary, making the Judiciary's broadcasting network one of the largest in the federal government. Live broadcasts use push-to-talk capability, allowing viewers to participate interactively during the broadcasts. Other distance learning courses employed web- and paper-based supporting materials, and videotape footage featuring demonstrations and virtual field trips.