

**Superior Court Clerks
Course Schedule 2018-2019**

Under the heading *Class*, new and old titles are included to show the name of the class in the **new curriculum (for clerks who began the program after November 1, 2016)** and the same class as it was called in the old curriculum for **grandfathered clerks, those who were enrolled in the program prior to November 1, 2016.**

- Only grandfathered clerks should take classes from the *old curriculum* (those classes do not count toward certificate requirements for new clerks).
- New clerks should not take any classes indicating *old curriculum only*.
- Only grandfathered clerks should take classes marked *elective—only on old curriculum*.

Although every effort is made to offer classes on the dates shown below, please be aware that it may be necessary to make changes due to unforeseen circumstances.

2018

Class	Training Event Date
Jury Management	January 23, 2018 SCC Winter Conference
Case Management (required--old curriculum only) <u>Certificate credit for grandfathered clerks only</u>	March 29, 2018 Stand-alone training Location: Holiday Inn Athens 197 E. Broad Street, Athens, GA 30601 Lunch and breaks provided Room block supplied for individual call-in
Conflict Resolution (elective--old curriculum only) <u>Certificate credit for grandfathered clerks only</u>	March 30, 2018 Stand-alone training Location: Holiday Inn Athens 197 E. Broad Street, Athens, GA 30601 Lunch and breaks provided Room block supplied for individual call-in
<u>New: Superior Court Clerks' Manual: Resources and Research</u> <u>Old: Legal Research</u>	April 23-26, 2018 Superior Court Clerks' spring conference
Civil Case Management <u>Certificate credit for new clerks only</u>	April 23-26, 2018 Superior Court Clerks' spring conference

2018 (continued)

Class	Training Event Date
<u>New:</u> Effective Communication <u>Old:</u> Communication	October 2018 COAG fall conference
Criminal Case Management <u>Certificate credit for new clerks only</u>	October 2018 COAG fall conference

2019

Change Management (elective--only on old curriculum) <u>Certificate credit for grandfathered clerks only</u>	March 6, 2019 Stand-alone training Location: Carl Vinson Institute's Seney Hall, 201 N. Milledge Avenue, Athens 30602 Lunch and breaks provided
Working with the Superior Court Clerks Association, Councils, Boards, and Authorities (elective--only on old curriculum) <u>Certificate credit for grandfathered clerks only</u>	March 7, 2019 Stand-alone training Location: Carl Vinson Institute's Seney Hall, 201 N. Milledge Avenue, Athens 30602 Lunch and breaks provided
Jury Management	April 2019 Superior Court Clerks' spring conference
Real and Personal Property	April 2019 Superior Court Clerks' spring conference
Managing Human Resources <u>New clerks: 3-hour class (afternoon)</u>	October 2019 COAG fall conference
County Government and the Superior Court Clerk <u>New clerks: 3-hour class (morning)</u> <u>Grandfathered clerks: 6-hour class</u>	October 2019 COAG fall conference
Financial Management	October 2019 COAG fall conference