



The Advocacy Institute, in Conjunction with the National Attorneys General Training and Research Institute, Is Pleased to Announce

PROGRAM ANNOUNCEMENT

MANAGEMENT AND LEADERSHIP IN THE NEW JERSEY OFFICE OF THE ATTORNEY GENERAL

May 21 and 22, 2012

9:00 a.m. - 5:00 p.m.¹

**Middlesex County Prosecutor's Office Police Training Center
11 Patrol Road
Edison, New Jersey**

Program Summary

Attorney managers are accountable for setting the direction for the activities of their attorney and administrative staff in support of the policies of the Attorney General and for insuring that the work of their units is accomplished effectively and efficiently. Equally important, attorney managers are responsible for creating a workplace environment where staff willingly move forward together with their managers and each other in an atmosphere of trust, confidence, and commitment. This program addresses the most critical management and leadership knowledge and skills required by government attorneys to achieve these accountabilities and to perform effectively their roles as attorney managers. Drawing upon case studies from Attorneys General offices, experiences of their colleagues, short lectures, large group discussions, self-evaluations, and management simulations, the program addresses such topics as: leading the unit/division/bureau, motivating staff, controlling the uncontrollable, problems in transition to attorney manager, delegation, providing constructive criticism, dealing with problem employees, personal motivations to manage, and managing change. The program agenda is attached to this announcement.

Who Should Attend?

This program is intended for Department of Law and Public Safety personnel selected by their division or program management to attend. These individuals have already been notified of their selection. Accordingly, please do not attempt to register for this program if you are not a member of the Department of Law and Public Safety who has not already been selected to attend this program.

¹ Registration on May 21, 2012 will begin at 8:00 a.m.

Who Is the Faculty?

Dr. Stephen Chitwood is Professor Emeritus of Public Administration in the School of Business and Public Management, The George Washington University and the founder and former Director of the University's Center for Law Practice Strategy and Management. He currently directs the University's Master's degree in Law Firm Management. Dr. Chitwood joined the G.W. faculty in 1968 following his military service. In addition to his academic work, Dr. Chitwood has provided strategic management and organization consulting services, management training programs, and office retreat facilitation for litigating divisions of the U.S. Department of Justice, U.S. Attorneys offices, State Attorneys General offices, the General Counsels offices of numerous federal government departments and agencies, corporate law departments and private law firms. In 1996 he initiated at the University the Partners Leadership Forum, a group of 30 managing partners of private law firms in Washington who meet together six times a year to discuss the management of their firms, and the General Counsel Exchange, a group of 32 federal department and agency general counsel who also meet six times a year. Dr. Chitwood has conducted on numerous occasions a three-day Executive Leadership Institute for chief legal officers and attorney managers for the Association of Corporate Counsel. Dr. Chitwood received his B.A. *cum laude* in Political Science from the University of Colorado, his M.P.A. and Ph.D. in Public Administration from the University of Southern California and his Juris Doctor with honors from The George Washington University.

How Do I Register?

Those selected to attend this program will be able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an account. (Your computer must be attached to the government's Garden State Network.). If you are unable to access the above link kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the registration system through the My New Jersey portal.

Once you receive the authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create an account, if you do not already have one. Once you do, you then will be able to register through the portal at <http://www.state.nj.us>. **Setting up a new account is a two-step process: Step 1 is obtaining an authorization code for the My New Jersey portal. Step 2 is setting up your account after entering the portal and logging on to our registration page. Upon entering the registration page you will see the Create Account in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Please retain your user name and password for your records.**

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 15.0 hours of total CLE credit. Of these 0.0, qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 15.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 12.5 substantive credits (\$19.50 mandatory registration fee required).

Special Notice

As many of you are aware, the Attorney General's Advocacy Institute cannot, pursuant to OMB guidance, as interpreted by this office, provide refreshments at its programs. In this instance, our cosponsor, NAGTRI, is graciously doing so. Because this is a joint venture for educational purposes, Deputy Attorneys General and Assistant Attorneys General attending this program may partake of the refreshments. These will be light refreshments, **not lunch**, which will be your responsibility. Thank you.