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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **SITUATIONAL LEADERSHIP FOR ATTORNEY MANAGERS**

**August 22, 2017**

**10:30 a.m. - 12:30 p.m.**

**Richard J. Hughes Justice Complex**

**6<sup>th</sup> Floor Point Meeting Area - Attorney General's Library**

**25 Market Street**

**Trenton, New Jersey**

### **PLEASE READ: NOTICE REGARDING COURSE MATERIALS**

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

#### ***Program Summary***

This program will provide attorney managers with a range of leadership techniques that will enable them to work more effectively with colleagues, direct reports and adversaries. This program will cover strategies for effective case management, communication techniques for increasing the frequency and quality of conversations about performance objectives, and professional development methods to enhance the autonomy of attorneys and support staff members. Situational leadership encourages setting performance goals, providing employee feedback and coaching, and encouraging proactive problem solving. Applying these techniques in a legal setting will expand employees' skills, improve the efficiency of case management and workflow and create attorney managers who are accessible and approachable.

#### ***Who Should Attend?***

This program is for attorneys within the Department of Law and Public Safety and others who have been invited to attend. If you are not an attorney within the Department of Law and Public Safety or have not otherwise been invited to attend, please do not attempt to register for this course.

### ***Who Is the Faculty?***

**Lt. Michael J. Nordstrom** is the head of the Managerial Development Unit of the New Jersey State Police Training Bureau. Lt. Nordstrom is responsible for coordinating and delivering leadership and other advanced training to State Police recruits, enlisted members and professional staff as well as to outside law enforcement agencies. He has been an instructor for 12 years, the last six of which have been at the New Jersey State Police Academy. Lt. Nordstrom is a graduate of Rutgers University.

### ***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 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 substantive credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 substantive credits (\$3.00 mandatory registration fee required).

### **How Do I Register?**

#### **State Employees**

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

#### **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [njagai@njoag.gov](mailto:njagai@njoag.gov) for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey

portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

**If you have already been issued an authorization code in the past you do not need to request another one.** You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.