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May 9, 2022

Dear Members:

We are writing to you regarding the 92nd Annual Federal Court Clerks Association (FCCA) Training and Education Conference scheduled for August 9 – 11, 2022, at the historic Mayflower hotel in Washington, D.C. This will be a very special event as we celebrate the 100th anniversary of the FCCA.

The FCCA Board of Directors and the Education Committee have created an agenda full of interesting and enriching educational sessions. Registration is scheduled to open in May, and the agenda will be posted prior to that date. We would like to provide you with a preview of some of the conference highlights.

On Tuesday, August 9, the formal opening session will begin with a welcome message from Chief Judge Beryl A. Howell of the District Court for the District of Columbia. In addition, we have scheduled a keynote presentation each morning by these talented and dynamic speakers:

- Dr. Kenston Griffin will offer his perspectives in “It’s a New Day in Leadership Equity, Inclusion, Access and Diversity.” (Tuesday)
- Jim Trick will invite participants to dive deep in an empowering presentation on “Change What’s Possible.” (Wednesday)
- Steve Gilliland will offer techniques to develop the right mindset for moving forward from challenging times in “Emerge Grateful, Confident, and Determined.” (Thursday)

We are also offering breakout sessions that will cover a variety of topics, including:

- Application of quality tools to court operations
- Delivering and receiving feedback
- Learning from mistakes
- Management’s role in addressing workplace conduct
- How to be a leader, not just a boss
- Training the next generation
- Workforce management and succession planning
- Civility in the workplace
- Conducting effective performance appraisals
- Telework and remote work best practices
- Federal rules changes
- Successful onboarding
- Maintaining leadership resiliency



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- Writing and grammar
- Motivating employees
- CM/ECF modernization efforts and CM/ECF automated functional testing for courts
- Developing and encouraging career paths in the judiciary
- Effective communication in the workplace

Peer to peer breakout sessions will also be offered, as they continue to be very popular among our membership. The educational sessions will be led by local court trainers, as well as Federal Judicial Center trainers and staff from the Administrative Office.

We hope you will consider joining us for our centennial celebration. Registration will be open to all current FCCA members, and the cost is \$450 and \$250 for retirees. This fee covers three solid days of education and includes breakfast on Tuesday, Wednesday, and Thursday and dinner on Thursday evening.

Over the past several years, conference enrollment has sold out within just days of opening registration. We have arranged for a block of rooms at the Mayflower hotel. Once registered, all attendees should book their rooms as soon as possible. **Please wait to make your hotel reservations through the official booking link after you complete your conference registration.** The FCCA will again accept purchase orders for the registration fee. Information regarding how to complete a purchase order will be available on our website, www.fcca.ws, along with a list of frequently asked questions.

We truly appreciate your continued support, and we look forward to seeing you at the 92nd Annual FCCA Training and Education Conference. If you have any questions, or if you would like to discuss the conference in more detail, please feel free to contact us.

Sincerely,

Denise M. Lucks
President

Paige Wymore-Wynn
President-Elect