



Good morning, Clerk of Court!

We received a last-minute email about available virtual trainings via Zoom this week from Cochise County's Training Department. These trainings below are **approved for facilitated COJET credit** and will be conducted **today, Wednesday, October 23 through Friday, October 25!**

Registration is **not required**. Just click on the Zoom link of the training you wish to attend. Upon completion, the instructor will provide a link to evaluate the course. Once completed, you will have access to the Certificate of Completion. **Please forward it to COCTraining@maricopa.gov for COJET processing.**

WEDNESDAY, OCTOBER 23, 2024

Title: **Why Tomorrow? Avoid Procrastination**

Time: 1:30 - 2:15 p.m.

COJET: 0.75 hour

Description: Why do you procrastinate? Is it a lack of self-discipline, to avoid stress, not in the mood, or not sure what the reason is. This class will go over why we procrastinate and the ways to overcome it.

Platform: ZOOM

Instructor: Cynthia Navarro, Cochise County Field Trainer

Join Zoom Meeting

<https://zoom.us/j/92135292210?pwd=LcaNZBokpPoNtR9DvSji4Xp3jotY2v.1>

Meeting ID: 921 3529 2210

Passcode: 496922

Title: **Professionalism in the Workplace**

Time: 3:00 - 4:00 p.m.

COJET: 1.0 hour / ETHICS

Description: Striving for professionalism in the workplace is key to building trust and respect as well as advancing within your career. However, many people have different perceptions of what professionalism in the workplace means and how to effectively display it.

Platform: ZOOM

Instructor: Cynthia Navarro, Cochise County Field Trainer

Join Zoom Meeting

<https://zoom.us/j/94279511264?pwd=PQTaJzbTJk0lvBqcRXvZrWdjB20czg.1>

Meeting ID: 942 7951 1264

Passcode: 593027

THURSDAY, OCTOBER 24, 2024

Title: **Purposes of the Courts**

Time: 8:30 - 10:00 a.m.

COJET: 1.5 hours

Description: Learn how you, as a court employee, play an essential role in promoting the rule of law, providing equal access to justice, and supporting the timely and fair disposition of all cases.

Platform: ZOOM

Instructor: Xavier Verdugo, Justice Court Operations Manager, Pima County Consolidated Justice Court

Join Zoom Meeting

<https://zoom.us/j/96037641111?pwd=VUoLduS5Y1zh9M4QyA8jM9aDtVynKI.1>

Meeting ID: 960 3764 1111

Passcode: 681060

Title: **Cyber Security 101**

Time: 10:30 - 11:30 a.m.

COJET: 1.0 hour / Computer Network Security (CNS)

Description: An introduction and primer on Cyber Security in the workplace.

Platform: ZOOM

Instructor: Jorge R. Trevino, Cochise County Cyber Security Analyst

Join Zoom Meeting

<https://zoom.us/j/94772851445?pwd=fxWyFFfdPAJFE8acCNbpA5ml3QMeLD.1>

Meeting ID: 947 7285 1445

Passcode: 644145

Title: **Empathy Without Exhaustion**

Time: 1:00-3:00 p.m.

COJET: 2.0 hours/Ethics

Description: Empathy is a soft skill that has recently come into the spotlight. In this class, we will explore how to have empathetic interactions without it being an exhaustive experience every time. It is important to be empathetic and we will discuss how this relates to our duties in the Code of Conduct. We will explore how to serve others while offering them empathy without those exchanges having an exhausting toll on our own mental health.

Platform: ZOOM

Instructor: Kendra Escudero, Assistant Manager of Merchandising

Join Zoom Meeting

<https://zoom.us/j/96559214264?pwd=CWMIpJQ8gJb0CtwTKefz7hzaUtf9r.1>

Meeting ID: 965 5921 4264

Passcode: 13240

FRIDAY, OCTOBER 24, 2024

Title: **Cyber Security 101**

Time: 8:30 - 9:30 a.m.

COJET: 1.0 hour / Computer Network Security (CNS)

Description: An introduction and primer on Cyber Security in the workplace.

Platform: ZOOM Instructor: Jorge R. Trevino, Cochise County Cyber Security Analyst

Join Zoom Meeting

<https://zoom.us/j/93727458148?pwd=YsKG2swjczfkprKUr4eLTg1klhkWbb.1>

Meeting ID: 937 2745 8148

Passcode: 815508

Title: **Secret to Mastering Change**

Time: 10:00 - 11:15 a.m.

COJET: 1.25 hours

Description: There is a reason why “the only constant in life is change” is a well-worn cliché. Yet, why do we find ourselves taken by surprise when change happens and how do we learn to adapt in positive ways? We will examine the best approaches when encountering and working through change at work. Rugged flexibility is the goal.

Platform: ZOOM

Instructor: Lori Riordan, PCCJC Training & Education Coordinator

Join Zoom Meeting

<https://zoom.us/j/93001700519?pwd=aqFDn5tqwOfR958YhkLb5YzsWi18F3.1>

Meeting ID: 930 0170 0519

Passcode: 009302

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Title: **Wellbeing at Work**

Time: 2:00 - 3:30 p.m.

COJET: 1.5 hours/Ethics

Description: How are you doing at work? Are you thriving or struggling? Discover actionable steps you can take immediately to increase your wellbeing at work.

Platform: ZOOM

Instructor: Stacie Toumey, Training & Education Coordinator for Pima County Superior Court

Join Zoom Meeting

<https://zoom.us/j/92641830991?pwd=eUrPiiiaiaQvjsQ1eddZe7bnOdpnS2U.1>

Meeting ID: 926 4183 0991

Passcode: 509505

If you have any questions, please let us know.

Organizational Development Department



Clerk of the Superior Court

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