

TDCAA's Prosecutor Management Institute (PMI) presents:

Fundamentals of Management Course

June 5-7, 2024

Austin

10.5 hours of MCLE

**The host hotel:
Hilton Garden Inn
2600 Brockton
Austin, TX 78758
737/484-0977**

**Rooms are
\$170 plus tax; this
rate is good until
May 14 or the
block is sold out,
whichever comes
first).**

Registration for this course and other information is at tdcaa.com.

This program is funded by a grant from the Texas Court of Criminal Appeals and by the Texas District and County Attorneys Association.



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Fundamentals of Management Course Information

Texas prosecutors routinely find themselves in supervisory positions without the benefit of management training or experience. In response to a growing need for quality management training built with prosecutors in mind, TDCAA offers our Prosecutor Management Institute's first module, Fundamentals of Management. This 2½-day course is designed to give prosecuting attorneys and other office staff the necessary tools to become skilled managers. Whether you are the chief of a single court or you are the jurisdiction's elected prosecutor, this course will provide what you need to either begin your managerial path or tweak those skills you already possess.

Using state-of-the-art assessment tools and materials developed by prosecutors for prosecutors, module attendees will:

- **gain insight into your own behavioral inclinations and recognize those inclinations in others,**
- **develop skills designed to harness the natural talents of your team,**
- **examine and understand the value of employing alternative conflict-resolution styles,**
- **identify the core competencies necessary to effectively manage yourself, your team, and your organization, and**
- **learn and practice methods to effectively reinforce, correct, and improve your team's conduct.**

This course can accommodate 25 attendees and is designed for prosecuting attorneys and staff in supervisory roles. Normally, it is taught to all the supervisors of a single office, but for this event, individuals from any office are invited to attend the course in Austin.

Cost: \$500 per person

Meals: TDCAA will provide coffee, soft drinks, and snacks but not lunches or a reception, so those meal costs are your own.

CLE: Attendees will be awarded 10.5 hours of CLE.

Host hotel: TDCAA has reserved a room block at the Hilton Garden Inn, located at 2600 Brockton, in Austin near The Domain; the room rate is \$170 plus tax per night. To get this reduced rate and to make reservations, call 737/484-0977. TDCAA will reimburse attendees for up to three nights in a hotel at the per diem rate.

Another PMI Course in Austin: Please note that TDCAA will also host a second Fundamentals of Management Course in Austin August 21–23. A brochure with more information will be emailed to all prosecutor staff in late May.

For more information, visit www.tdcaa.com/training.