

“Managing Stress for Court Reporters With Humor”

3 hours

Jeff Justice has been customizing continuing education programs for court reporters that deliver skills to enrich life at work and home since 1995.

If you’ve ever attended one of Jeff’s programs, then you already know how much fun learning and earning your credits can be.

You’ll Discover:

- The benefits of balance in your life
- Laughter is the best medicine
- When to employ internal and external humor

And Learn How to Use Humor to:

- Harmonize your home and work lives
- Reduce stress
- Move towards a "balanced life"
- Deflect and defuse anger and hostility
- Reframe negative situations
- Reduce and prevent burnout
- Have more fun!

Two Great Cities

When: April 16, 2011

Where: **Itasca**-Holiday Inn
860 W. Irving Park Rd.
Itasca, IL 60143

When: May 14, 2010

Where: **Westport**-Doubletree
1973 Craigshire Road
St Louis, Mo, United 63146

Jeff Justice Seminars

www.JeffJustice.com/courtreporter.htm

If you need less than 10 hrs call Jeff at:

1-877-269-7406

“Shop Talk”

2.5 hour

Prior to the workshop participants will be invited to submit situations for discussion by the entire group with names and other identifying information redacted.

The instructor will review the situations and choose those with general group interest for discussions. Sue will also discuss the situations with judges or attorneys, if needed, to ensure that solutions to the situations comply with applicable law and protocols.

Specific workshop topics:

- When to go on and off the record in depositions and court proceedings
- How to handle interrupting proceedings
- What to do when you can’t hear or understand
- Responding to clients’ challenges to transcripts
- Appropriate procedures when doing research
- Interacting with pro se parties and nonparties
- Billing clients and collecting money owed properly



Registration Limited

8 am-7 pm. Registration is from 7:15-7:50 am. 15 min. breaks during the day and 1 hr for lunch which is provided. Ethics is from 10am-12:30pm.

Certificates will be issued at the end of program.

You will receive a registration confirmation and map to the hotel by mail or email depending on how you register.

“Deception Detection”

2 hours

If you enjoyed Patti Wood’s, “I Can Read Your Body” you’ll love: “Deception Detection”.

Key learning points and their impact

- Learn the one big mistake that people always make when trying to read body language
- Reduce relationship conflict with this body language magic trick
- Practicing three methods to gain and maintain rapport
- How to tell the difference between nervousness and deception cues
- How to get a “baseline” of behavior to get to distinguish truth from fiction reads
- Learn how to tell if others are receptive to your ideas and requests
- Learn vocal and word cue readings
- Learn the powerful questions to ask to get to the truth

“Your Best Transcripts”

2.5 hours

Prior to the workshop participants will be invited to submit situations for discussion by the entire group with names and other identifying information redacted. Sue will review the situations and choose those with general group interest for discussions.

Specific workshop topics:

- Punctuating difficult and poorly spoke sentences and passages (including an in-depth review of all punctuation marks)
- Handling verbatim issues (stutters, use of sic, accents, and so forth)
- Using quotation marks with quoted or possible quoted passages
- Depicting audiotaped and videotaped materials in transcripts
- Dealing with issues related to the use of translators
- Using parentheticals correctly and effectively
- Review of homonyms