

3 hours

Jeff Justice has been delivering laugh-packed, content-rich continuing education programs for court reporters 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 life
- Reduce stress
- Move towards a "balanced life"
- Deflect and defuse anger and hostility
- Reframe negative situations
- Reduce and prevent burnout
- Have more fun!

When: October 2, 2010

Where: Dallas-Best Western
8051 LBJ Frwy, Dallas

When: November 13, 2010

Where: San Antonio-Holiday Inn, Riverwalk

www.JeffJustice.com/courtreporter.htm
If you need less than 10 hrs., call Jeff:

2.5 hour

When it comes to Court Reporting, Sue McDuffie knows her stuff and gets her ideas across with her delightful sense of humor.

Prior to the workshop, participants will be invited to anonymously submit situations for discussion by the entire group.

Sue will review the entries, then choose those with general group interest. She 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

- **Detection Deception** 8-10 am
- **Shop Talk** 10 am-12:30 pm
- **Lunch** 12:30-1:30 pm
- **Your Best Transcripts** 1:30-4 pm
- **Managing Stress With Humor** 4-7 pm

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.

You will receive a registration confirmation and hotel map by mail or email depending on how you register. Certificates issued at end of program.

2 hours

Nationally-recognized body language expert Patti Wood is constantly rated our best speaker.

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
- Practice three methods to gain and maintain rapport
- Discover the difference between nervousness and deception cues
- Find out how to get a "baseline" of behavior to distinguish truth from fiction
- Learn how to tell if others are receptive to your ideas and requests
- Learn vocal and word cue readings
- Learn the powerful questions that get you the truth

2.5 hours

Once again, prior to the workshop, Sue will review the situations submitted by attendees and choose those with general group interest for discussions.

Specific workshop topics:

- Punctuating difficult and poorly spoken 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