

NEW MEXICO JUDICIAL BRANCH TELEWORK TRAINING OPPORTUNITIES

Updated May 15, 2020

Below are training opportunities for staff whose job responsibilities would not typically allow for telework. Chief Judges and CEOs may utilize this list as appropriate, and amend or add as appropriate for their employee's needs, job classification, and etc. You may have your employees review these training opportunities from home allowing for telework.

NEW Training Opportunities – May 15, 2020

Establishing a New Normal for Your Employees Webinar May 28, 2020

1. https://www.hrmorning.com/lp/establishing-new-normal/?utm_content=nintex-e3-05-14-2020&utm_source=iterable&utm_medium=email&utm_campaign=HR_Nintex_e3_05_1420&campaignId=1214955&udbId=1d24acfa-dfe5-441d-9345-1b9a717fe9fa&emailAddress=YW9jbHByQG5tY291cnRzLmdvdg%3D%3D

INSTRUCTION ON WRITING, GRAMMAR, SPREADSHEET:

1. <http://www.lawprose.org/bryan-garner/garners-interviews/supreme-court-interviews/chief-justice-john-roberts-supreme-court-of-the-united-states-part-1/>
2. <https://www.youtube.com/watch?v=T6YGw6Wtiel>
3. <http://www.paralegalalliance.com/legal-correspondence/>
4. <https://www.youtube.com/watch?v=4zKRYWp0ZfU>
5. <https://www.youtube.com/watch?v=a40VAF52q4g>
6. <http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2014/Plain-Language-Legal-Writing-Part-III-%96-Mastering>
7. <https://www.youtube.com/watch?v=FNsL47HNXWs>
8. <https://www.youtube.com/watch?v=klhBheJggTE>
9. https://nationalparalegal.edu/Slides_New/Legal_Document_Prep/SH/Slides_12.pdf
10. <https://www.youtube.com/watch?v=ijzLKPpRP-A>
11. <https://www.youtube.com/watch?v=dpt6G9SjDes>
12. <https://www.youtube.com/watch?v=a40VAF52q4g>
13. <https://www.youtube.com/watch?v=-2kQyq7Fqvl>

ETHICS & BEST BUSINESS PRACTICE:

1. <https://www.youtube.com/watch?v=ZxJjdg-hOSE>
2. <https://www.nala.org/certification/nala-code-ethics-and-professional-responsibility>
3. https://www.americanbar.org/content/dam/aba/administrative/paralegals/lis_prllgs_modelguidelines.pdf
4. https://www.paralegals.org/files/Model_Code_of_Ethics_09_06.pdf

5. https://www.ted.com/talks/christine_porath_why_being_nice_to_your_coworkers_is_good_for_business/transcript?language=en

PANEL DISCUSSION FOR PARALEGAL STUDY:

- https://www.youtube.com/watch?v=OYzc_6ioyok

LEGAL FEE SCHEDULE & BILLING:

1. <https://attorneys.uslegal.com/attorney-fees/types-of-fee-arrangements/>
2. [http://lexisnexis.custhelp.com/app/answers/answer_view/a_id/1074963/~types-of-billing-agreements](http://lexisnexis.custhelp.com/app/answers/answer_view/a_id/1074963/~/types-of-billing-agreements)

TED TALKS: A PROSECUTOR'S VISION FOR A BETTER JUSTICE SYSTEM & OTHER ATTACHED RELEVANT LINKS:

- https://www.ted.com/talks/adam_foss_a_prosecutor_s_vision_for_a_better_justice_system

NCSC – covid-19 mental health resources:: videos, downloadable PDFs, webinars: May only be viewed on computer if one is not using google authenticator; may be viewed on smart phone.

- <https://psychhub.com/covid-19/>

TINY CHATS:

The National Center for State Courts is producing a series of short, annotated videos, called Tiny Chats, focused on court operations in the time of COVID-19 with an access to justice perspective. To sign up to be notified of future Tiny Chats, you can click:

- https://docs.google.com/forms/d/e/1FAIpQLSeCEvL-7vNDPRNt9INAY44xcl3qS2KXfkDU_P9O6IH0aCiu4g/viewform

The Tiny Chats are available to view:

- <https://vimeo.com/showcase/7003975>

NCJFCJ's Monday Morning Moments: These are excellent webinars for self-care during and after isolation due to covid-19.

This series is offered to everyone, including court staff. You do not have to be an NCJFJC member to access it.

- https://ourfamilywizard.zoom.us/webinar/register/2015875698382/WN_N14zvlSrSbmDjPJwJZwC0w

Safe States Alliance: This website features recorded webinars, PowerPoint slides and publications on physical safety, physical & mental health and other related topics, many of which are free.

To access the free training, click on the website below and click on the Publications tab; or go to Education tab, click on Training Center tab then click on Browse Training. Click on the training you are interested in and scroll through the Course Detail to locate the recorded webinar or PowerPoint.

Note: Members Only training will not be accessible:

- <https://www.safestates.org/events/EventDetails.aspx?id=1363468>

Positive Links Webinar: This is the third in our webinar series, Life in Lockdown: Keeping All Members of the Family Safe. This time we'll hear from the UK to learn what they are experiencing and what steps they are taking to protect people:

- <https://register.gotowebinar.com/register/6740073754897845516>

Reminder: you can view all our past webinars here:

- <https://thelinknm.us10.list-manage.com/track/click?u=13db783546bc7ab2aa0fd1cac&id=b5c7ffef40&e=b250093196>

ADDITIONAL TRAINING PROVIDED BY edX: The courses are free (although it offers you a certificate at the end for a cost):

1. <https://www.edx.org/course/the-foundations-of-happiness-at-work>
2. <https://www.edx.org/course/working-in-teams-a-practical-guide>
3. <https://www.edx.org/course/innovation-leadership-2>
4. <https://www.edx.org/course/people-management-3>
5. <https://www.edx.org/course/becoming-successful-leader-inclusive-catalystx-il2x-1>
6. <https://www.edx.org/course/becoming-an-effective-leader>

Coursera provides FREE courses from top Universities in subjects such as Leadership, Mental Health, Creating a Personal Brand, Tools for Success and Responsible Management:

1. <https://www.coursera.org/learn/people-management>
2. <https://www.coursera.org/learn/leadership-21st-century>
3. <https://www.coursera.org/learn/everyday-leadership-foundation>
4. <https://www.coursera.org/learn/the-science-of-well-being>

5. <https://www.coursera.org/learn/personal-branding>
6. <https://www.coursera.org/learn/mindshift>
7. <https://www.coursera.org/learn/resilience-uncertainty>
8. <https://www.coursera.org/learn/personality-types-at-work>
9. <https://www.coursera.org/learn/creative-thinking-techniques-and-tools-for-success>
10. <https://www.coursera.org/learn/constitution>
11. <https://www.coursera.org/learn/diversity-inclusion-workplace>
12. <https://www.coursera.org/learn/creative-problem-solving>

FOR JUDGES AND LAWYERS:

COVID-19 Webinar Part II: More Tips on Implementing Remote Judicial Hearings:

- <https://sji.us1.list-manage.com/track/click?u=0382d02fc766538337aabb188&id=3a89139eb7&e=de35eec161>

National Judicial College:

- <https://www.judges.org/courses/online-learning/webcasts/>

COVID-19 Mental Health Resources Hub – for employers and individuals:

1. <https://psychhub.com/covid-19/>
2. **COVID-19 Mental Health Employer Videos:** <https://psychhub.com/covid-19/covid-employers/covid-employers-videos/>
3. **COVID-19 Mental Health Employer Resources** <https://psychhub.com/covid-19/covid-employers/covid-employers-resources/>
4. **COVID-19 Employers Resources: Downloadable PDFs**

National Association of State Judicial Educations:

1. Public Relations Online Course (\$295) <https://courses.ncsc.org/node/246>
2. Budget & Fiscal Management Course (meets requirement for the Certified Court manager (CCM) Certification (\$695) <https://courses.ncsc.org/node/234>

Free Webinars: <https://www.eventbrite.ca/d/online/events/>

The National Judicial College:

1. A Different Emergency: Rural Courts during a Pandemic https://www.judges.org/evrplus_registration/?action=evrplusegister&event_id=143&utm_source=Judicial+Edge&utm_campaign=02390ce175-EMAIL_CAMPAIGN_2019_1_31_2019_COPY_01&utm_medium=email&utm_term=0_245b20c264-02390ce175-253825549

2. Lessons Learned from Around the World About Managing Courts in a Pandemic https://www.judges.org/evrplus_registration/?action=evrplusegister&event_id=140&utm_source=Judicial+Edge&utm_campaign=02390ce175-EMAIL_CAMPAIGN_2019_1_31_2019_COPY_01&utm_medium=email&utm_term=0_245b20c264-02390ce175-253825549
3. Court/Media Relations During the Pandemic https://www.judges.org/evrplus_registration/?action=evrplusegister&event_id=141&utm_source=Judicial+Edge&utm_campaign=02390ce175-EMAIL_CAMPAIGN_2019_1_31_2019_COPY_01&utm_medium=email&utm_term=0_245b20c264-02390ce175-253825549

Learn Effective Soft Skills Free Online Courses (edX):

1. Business Communication <https://www.edx.org/course/business-communication>
2. Leading With Effective Communication <https://www.edx.org/course/leading-with-effective-communication-inclusive-lea>
3. Creative Thinking: Techniques and Tools for Success <https://www.edx.org/course/creative-thinking-techniques-and-tools-for-success>
4. Existential Well-being Counseling: A Person-Centered Experiential Approach <https://www.edx.org/course/existential-well-being-counseling-a-person-centere>
5. Soft Skills (OpenLearn) <https://www.open.edu/openlearn/money-business/soft-skills-training>
6. Effective Communication in the Workplace <https://www.open.edu/openlearn/money-business/effective-communication-the-workplace/content-section-overview?active-tab=description-tab>
7. Personal Branding for Career Success <https://www.open.edu/openlearn/money-business/personal-branding-career-success/content-section-overview?active-tab=description-tab>
8. Working in Diverse Teams <https://www.open.edu/openlearn/money-business/working-diverse-teams/content-section-overview?active-tab=description-tab>
9. Exploring Career Mentoring and Coaching <https://www.open.edu/openlearn/money-business/exploring-career-mentoring-and-coaching/content-section-overview?active-tab=description-tab>
10. Developing Career Resilience <https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview?active-tab=description-tab>
11. Leadership and Followership <https://www.open.edu/openlearn/education-development/learning/leadership-and-followership/content-section-overview?active-tab=description-tab>
12. Succeed in the Workplace <https://www.open.edu/openlearn/education-development/succeed-the-workplace/content-section-overview?active-tab=description-tab>

Free Training Articles: <https://www.trainingcoursematerial.com/free-training-articles>

1. Anger Management & Positive Thinking

2. Branding & Marketing
3. Business Ethics & Etiquette
4. Conflict Resolution, Influencing & Negotiation Skills
5. Coaching & Feedback
6. Creativity, Problem Solving, Decision Making & Lateral Thinking
7. Communication Skills
8. Customer Service
9. Leadership & Management
10. Presentation Skills
11. Strategic Planning and Thinking
12. Team Building
13. Time Stress Management

State of New Mexico – General Services Department – Risk Management – Loss Prevention and Control – eLearning - #NMSAFETOGETHER:

1. Psychological First Aid <https://www.coursera.org/learn/psychological-first-aid>
2. Improving Communication Skills <https://www.coursera.org/learn/wharton-communication-skills>
3. Rhetoric: The Art of Persuasive Writing and Public Speaking <https://www.edx.org/course/rhetoric-art-of-persuasive-writing-public-speaking>
4. Leaders of Learning <https://www.edx.org/course/leaders-of-learning>
5. How to break bad management habits before they reach the next generation of leaders https://www.ted.com/talks/elizabeth_lyle_how_to_break_bad_management_habits_before_they_reach_the_next_generation_of_leaders

State of New Mexico – General Services Department – Risk Management – Loss Prevention and Control – Leadership - #NMSAFETOGETHER:

1. Building Your Company's Vision – 14 page document <https://www.generalservices.state.nm.us/uploads/files/RMD/LPCB/Collins-and-Porras-HBR-1996.pdf>
2. 4 Behaviors That Help Leaders Manage a Crisis – 3 page document <https://www.generalservices.state.nm.us/uploads/files/RMD/LPCB/nmsafetogether/4%20Behaviors%20That%20Help%20Leaders%20Manage%20a%20Crisis.pdf>
3. Are you Leading Through the Crisis... or Managing the Response? – 3 page document <https://www.generalservices.state.nm.us/uploads/files/RMD/LPCB/nmsafetogether/Are%20you%20leading%20through%20the%20crisis.pdf>

New Mexico Courts Inside

1. **Treasure Trove of Training Resources – SOPs, JID University, video, quick guides:** <https://www.nmcourts.gov/intranet/procedures.aspx>

2. **Press releases issued by the AOC regarding recent Supreme Court opinions:** <https://www.nmcourts.gov/news.aspx>
3. **New Mexico Judicial Branch Personnel Rules for Classified Employees:** <https://humanresources.nmcourts.gov/nmjib-personnel-rules-for-classified-employees.aspx>
4. **New Mexico Judicial Branch Personnel Rules for At-will Employees:** <https://humanresources.nmcourts.gov/nmjib-personnel-rules-for-at-will-employees.aspx>
5. **New Mexico Judicial Branch Code of Conduct:** <https://humanresources.nmcourts.gov/nmjib-code-of-conduct-and-supreme-court-order.aspx>
6. **New Mexico Judicial Branch Personnel Policies:** <https://humanresources.nmcourts.gov/nm-judicial-branch.aspx>
7. **Jury Management:** <https://cms.nmcourts.gov/intranet/jury-management.aspx>
2020 Best Practice Manual, User Guide, Instructions, Forms
8. **Language Access Services Rules, Guidelines & Memos:** <https://nmcourts.gov/Language-Access-Services/rules-guidelines-memos-1.aspx>
9. **AOC HR Training and Development:** <https://humanresources.nmcourts.gov/training-development.aspx>

Ergonomics (Added 4/7/20):

1. **Ergonomics & Teleworking: How to Perfect Your Home Work Setup so Your Back Stops Hurting So Much,** <https://www.fastcompany.com/90480052/how-to-perfect-your-home-work-set-up-so-your-back-stops-hurting-so-much>
2. **Your Home Office is an Ergonomic Time Bomb Here's How to Make it Better,** <https://www.inc.com/minda-zetlin/ergonomics-home-office-work-at-home-setup-spinal-back-health.html>
3. **Cheap Ways to Make Your Work-From-Home Space More Ergonomic and Better for Your Back,** <https://www.cnbc.com/2020/03/19/ways-to-make-your-work-from-home-space-ergonomic-better-for-your-back.html>

NMJB Workplace Safety & Loss Prevention:

<https://humanresources.nmcourts.gov/work-place-safety-loss-prevention.aspx>

1. Portable Fire Extinguisher Training – 12 minutes.
2. Run, Hide, Fight: Surviving an Active Shooter Event – 5 minutes.
3. Taking Precautions 101 Personal Safety Tips for Judges and Court Staff handout – 4 pages.
4. Fraud Prevention video – 32 minutes.
5. AOC Harassment Discrimination & Retaliation video – 43 minutes.
6. Language Access video - 26 minutes.

National Center for State Courts

Publications and Webinars for state court employees:

<https://www.ncsc.org/About-us/Committees/Joint-Technology-Committee/Publications-and-Webinars.aspx>

Includes the following:

1. **National Center for State Courts Creative Learning Services [Institute of Court Management]** <https://www.ncsc.org/Education-and-Careers/ICM-Creative-Learning-Services.aspx>
2. <https://www.ncsc.org/Education-and-Careers/ICM-Certification-Programs.aspx>
3. <https://www.ncsc.org/Education-and-Careers/Court-Security-Training.aspx>
4. <http://www.eldersandcourts.org/Training/Guardianship-Webinar.aspx>
5. <https://www.ncsc.org/Microsites/Civil-Justice-Initiative/Home/Webinars.aspx>
6. <https://www.ncsc.org/~media/Files/PDF/About%20Us/Committees/JTC/2020-01-28%20ODR%20case%20studies%20v2%20FINAL.ashx> 16-pages
7. <https://www.ncsc.org/~media/Files/PDF/About%20Us/Committees/JTC/Cybersecurity%202020-01-06.ashx> 37-pages
8. <https://www.ncsc.org/~media/Files/PDF/About%20Us/Committees/JTC/JTC%20Resource%20Bulletins/2019-09-16%20teleservices.ashx> 13-pages
9. <https://www.ncsc.org/~media/Files/PDF/About%20Us/Committees/JTC/BlockchainInTheCourts.ashx> - Trends in State Courts 5-pages
10. **National Center for State Courts Publication Library:** <https://www.ncsc.org/Publications-and-Library.aspx>
11. **National Center for State Courts Digital Library eCollection:** <https://ncsc.contentdm.oclc.org/digital/>
12. **National Center for State Courts Information and Resources topics A-Z** <https://www.ncsc.org/Information-and-Resources/Browse-by-Category.aspx>
13. **State Interpreter Certification:** <https://www.ncsc.org/Education-and-Careers/State-Interpreter-Certification.aspx>

New Mexico One Source

1. **Recent NM Supreme Court Opinions:**
https://nmonesource.com/nmos/nmosc/en/nav_date.do
https://nmonesource.com/nmos/nmosa/en/nav_date.do
2. **NM OneSource FAQ/Troubleshooting Guide:**
<https://www.nmcompcomm.us/wp-content/uploads/2019/05/Trouble-shooting-FAQ.pdf>
3. **Court of Appeals Cases:**
<https://www.nmonesource.com/nmos/en/nav.do>

Current New Mexico rules:

On Page 2, rules are broken down by each district

1. https://nmonesource.com/nmos/nmra/en/nav_date.do?page=1
2. https://nmonesource.com/nmos/nmra/en/nav_date.do?page=2

NM State Bar Bulletin

1. <https://www.nmbar.org/nmstatebar/Publications/Bar/Nmstatebar/PublicationsResources/BarBulletin/Home.aspx?hkey=7a8a9674-dc5e-4b61-b50a-d116abd33707>

Training Video from NM Compilation Commission: How to look up a court form and download it (2mins 22 sec):

1. <https://www.youtube.com/channel/UCcSQEP3ociksRULX-IFTfIA>

Rules of Criminal Procedures, Rules of Civil Procedure:

Casetext: <https://casetext.com/coverage>

1. **NM Rules of Civil Procedure and Criminal Procedure for District Court:**
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-civil-procedure-for-the-district-courts>
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-criminal-procedure-for-the-district-courts>
2. **NM Rules of Civil Procedure and Criminal Procedure for Magistrate Court:**
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-civil-procedure-for-the-magistrate-courts>
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-criminal-procedure-for-the-magistrate-courts>
3. **NM Rules of Civil Procedure and Criminal Procedure for Metropolitan Court:**
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-civil-procedure-for-the-metropolitan-courts>
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-criminal-procedure-for-the-metropolitan-courts>
4. **NM Rules for Appellate Procedure:**
<https://casetext.com/rule/new-mexico-court-rules/new-mexico-rules-of-appellate-procedure>
5. **Supreme Court General Rules of NM:**
<https://casetext.com/rule/new-mexico-court-rules>

National Association for Court Management (NACM):



















<https://nacmnet.org/>

1. Resources: <https://nacmnet.org/resources/>

Magistrate Court Manual, Forms, and Procedures:

Forms: <https://nmmagistratecourts.nmcourts.gov/forms-procedures.aspx>

Procedures: <https://nmmagistratecourts.nmcourts.gov/forms-procedures.aspx>

-  Magistrate Court Manual Appendices
 - ▷  Chapter 01 - The Structure of the Court
 - ▷  Chapter 02 - Magistrate Clerk
 - ▷  Chapter 03 - Administrative Procedures
 - ▷  Chapter 04 - Case Processing
 - ▷  Chapter 05- Criminal
 - ▷  Chapter 06 - Civil
 - ▷  Chapter 07 - Dismissals
 - ▷  Chapter 08 - Appeals
 - ▷  Chapter 09 - ExcusalsRecusals
 - ▷  Chapter 10 - Jury Management
 - ▷  Chapter 11 - Financial Management
 - ▷  Chapter 12 - Juveniles
 - ▷  Chapter 13 - Required Forms
 - ▷  Chapter 14 - Retention Schedule
 - ▷  Chapter 15 - Policy Directives
 - ▷  Chapter 16 - NM Crime Information
 - ▷  Miscellaneous Appendices

Financial training:

1. DFA Instructional materials + Training Videos:

<http://www.nmdfa.state.nm.us/dfa-instructional-training-videos.aspx>

2. DFA CAFR Training:

[http://www.nmdfa.state.nm.us/Statewide Financial Reporting and Accountability Bureau.aspx](http://www.nmdfa.state.nm.us/Statewide_Financial_Reporting_and_Accountability_Bureau.aspx)

3. SHARE Financials, Job Aids: <https://www.share.state.nm.us/fin-jobaids.html>

4. Procurement Training and Code Statutes:

<https://www.nmcourts.gov/intranet/procurement-training.aspx>

Judicial Education Center

1. **Manuals and Resources:** <http://jec.unm.edu/manuals-resources/new-mexico-court-system/new-to-the-courts>

Getting Started in NM Courts

- » [Structure of Courts in NM](#)
- » [Glossary of Legal Terms](#)
- » [Flow of Cases in NM](#)
- » [Ethics Handbook](#)
- » [Find an Upcoming Educational Conference](#)
- » [Supreme Court Law Library](#)
- » [Browse Materials by Topic](#)
- » [Browse Materials by Court Type](#)

Most Popular Resources

- » [Structure of Courts in NM](#)
- » [Flow of Cases in NM](#)
- » [Benchbooks and Guides for Judges](#)
- » [Judicial Advisory Opinions](#)

How JEC Supports Training

- » [What Training is Required of Judges?](#)
- » [Conferences & Events calendar](#)
- » [Travel Funding](#)

Most Popular Manuals

- » [Traffic Citations Manual](#)
- » [Probate Judges Manual](#)
- » [Municipal Benchbook](#)
- » [Other Manuals](#)

2. Tutorials and Online Trainings: These are full trainings with exercises, etc.
<http://jec.unm.edu/education/online-training>

Consumer Law Tutorial

Consumer Law Tutorial for Judges in New Mexico

Contract Law Tutorial

Contract Law Tutorial for Judges in New Mexico

Domestic Violence Training for Frontline Court Staff

Online training for court staff covering domestic violence dynamics, fundamentals, and safety.

Ethics for Judges Tutorial

"What would you do" ethics scenarios for New Mexico judges

Landlord/Tenant Relations Tutorial

Landlord/Tenant Tutorial for New Mexico Judges

Stalking & Harassment Tutorial

Tutorial on the crimes of stalking and harassment for New Mexico judges

Torts Tutorial

Tutorial on tort law for judges in New Mexico.

NM Odyssey File and Serve, Tyler:

- 1. Odyssey Procedures & Quick Guides and Videos:**
<https://www.nmcourts.gov/intranet/procedures.aspx>
- 2. Video-How to add a payment account (about 2 minutes):**
<https://tylertech.egain.cloud/kb/nmh5/content/PROD-3146/Video-How-to-Add-a-Payment-Account-H5-3146>
- 3. Video-How to Start a new case (about 4 minutes)**
http://content.tylerhost.net/images/H5videos/H5_How_to_Start_a_New_Case_National.mp4

4. **User Guides:** <https://tylertech.egain.cloud/kb/nmh5/list/242400000011514>
5. **FAQS:** <https://tylertech.egain.cloud/kb/nmh5/browse/242400000002023/FAQs>
<https://tylertech.egain.cloud/kb/nmh5/list/242400000009328>
6. **Recorded Web-training sessions:**
<https://tylertech.egain.cloud/kb/nmh5/content/PROD-5448/When-are-the-Online-Training-Sessions-for-New-Mexico-5448?query=webinar>

HR Topics:

1. **Employers Guide to FMLA, Dept. of Labor (DOL):**
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/employerguide.pdf>
2. **FMLA FAQ (DOL):** <https://www.dol.gov/agencies/whd/fmla/faq>
3. **EEOC Litigation Decisions:**
<https://www.eeoc.gov/eeoc/litigation/selected/>
4. **FLSA FAQ (DOL):** <https://www.dol.gov/agencies/whd/flsa/faq>
5. **SHARE HCM Tips, DFA:** http://www.nmdfa.state.nm.us/SHAREHCM_Tips.aspx
6. **SHARE HCM Job Aids:** <https://www.share.state.nm.us/hcm-jobaids.html>

ADA:

1. **The ADA: Your Responsibilities as an Employer:**
<https://www.eeoc.gov/eeoc/publications/ada17.cfm>
2. **ADA FAQ, ADA National Network:** <https://adata.org/top-ada-frequently-asked-questions>
3. **ADA Publications and Videos:** <https://adata.org/ada-publications>
4. **ADA Training, Web Courses, Webinars, Podcasts:** <https://adata.org/ada-training>
5. **ADA- Job Accommodation Network (JAN)-Archived JAN Webinars and Webcasts:** <https://askjan.org/events/webinars/archive/index.cfm>
6. **JAN Accommodation Search:** <https://askjan.org/soar.cfm>

Public Employees Retirement Association of New Mexico (PERA):

- <https://www.nmpera.org/>
1. **Forms, Kits, Handbooks:** <http://www.nmpera.org/for-retirees/forms-kits-handbooks2>.
 2. **PERA SmartSave Deferred Compensation Plan – Voya:**
<https://my.voya.com/voyassoui/index.html?domain=perasmartsave.voya.com#/login-pweb>
 3. **What is a 457(b) Plan:**
https://voyamarketingzone.dmplocal.com/sites/4609/nm_pera-welcome.html
 4. **Enrollment Guide:** <https://voyamarketingzone.dmplocal.com/dsc/collateral/nm-pera-enrollment-guide-3057838.pdf>

SHARE:

SHARE Human Capital Management (HCM) - As an employee, you will use HCM to complete your timesheet, access your pay advice, update your Federal W4 form, view leave balances, and similar activities.

1. **Introduction to SHARE 9.2** – This course provides an overview of SHARE 9.2 and is applicable for all SHARE Users, and is approximately 30 minutes. Final Assessment at the end of the course. This course provides an overview of SHARE 9.2 and is applicable for all SHARE Users. Upon completion, you should be able to Log in to SHARE 9.2, Navigate SHARE 9.2, and explain the key features of SHARE 9.2. https://www.share.state.nm.us/launch_introshare92.html
2. **Introduction to Employee Self Service** - This course provides an overview of Employee Self Service portal and is applicable for all SHARE Users, and is approximately 60 minutes. Upon completion, you should be able to view your timesheet and enter time, manage your personal information, view your paycheck and compensation, and view your benefits and dependent/beneficiary information. https://www.share.state.nm.us/launch_introess.html
3. **SHARE Forgot your Password** - is a self-service, password management function that enables you to reset your expired or forgotten password when necessary. With Forgot Your Password, you are issued a temporary password via e-mail based on a question and answer you predefine in "My System Profile." The Forgot Your Password link is integrated into the HCM login screen and synchronizes your password to Financials. Click on <https://www.share.state.nm.us/hcm-fyp.html> to download the job aides and quick steps to either set up your system profile or reset your password. Each procedure takes approximately 3-5 minutes to complete.

State of New Mexico Group Benefits Plan for Recorded Presentations:

<https://www.mybenefitsnm.com/presentations2020.htm>

1. You can click on the available links to learn more about your plan options. Webinar recordings include slides and audio (viewable in any MP4 compatible player).
2. Employee Benefits Bureau – approximately 9 minutes.
3. Presbyterian Health Plan – approximately 17 minutes.
4. Blue Cross Blue Shield of NM – approximately 16 minutes.
5. Express Scripts – approximately 15 minutes.
6. The Hartford Term Life – approximately 13 minutes.
7. Employee Assistance Program – approximately 7 minutes.
8. Delta Dental – approximately 7 minutes.
9. Davis Vision – approximately 17 minutes.
10. Flexible Spending Account - approximately 15 minutes

Employee Assistance Program (EAP):

Instructional Videos, Publications, and Recorded Webinars:

<https://www.solutionsbiz.com/SONM/Pages/Additional-Resources.aspx>

<https://www.solutionsbiz.com/SONM/Pages/Recorded-Webinars.aspx>

RECORDED WEBINARS

The Solutions Group EAP provides webinars and training on a variety of workplace issues. For a complete list of training topics, download the Training Catalog.

- **NEW! TSG EAP RESPONDS TO COVID-19 (March 16, 2020): MANAGING STRESS IN DIFFICULT TIMES**
- **NEW! THE WELLNESS OF LAUGHTER**
- **AVOIDING JOB BURNOUT**
- **BUILDING RESILIENCE**
- **COMMUNICATION STYLES**
- **CUSTOMER SERVICE**
- **DEALING WITH DIFFICULT BEHAVIOR**
- **DECISION MAKING TOOLS**
- **DELEGATING FOR RESULTS**
- **DIFFERENT CONFLICT MODES AND YOUR PREFERRED MODES**
- **EFFECTIVE EMAIL COMMUNICATION**
- **ELDER CARE CHALLENGES AND SOLUTIONS**
- **EMOTIONAL INTELLIGENCE**
- **GIVING AND RECEIVING USEFUL FEEDBACK**
- **"GOOD MANAGER" SKILLS**
- **IMPROVING PERSONAL PRODUCTIVITY**
- **THE INTERVIEW PROCESS**
- **MINDFULNESS-BASED STRESS REDUCTION**

- **MONEY MATTERS**
- **MOTIVATION IN THE WORKPLACE**
- **PREPARING FOR ORGANIZATIONAL CHANGE**
- **REDUCING WORKPLACE NEGATIVITY**
- **RESPECTFUL WORKPLACE-CONFRONTING HARASSMENT**
- **SOURCES OF CONFLICT AND HOW TO ADDRESS THEM**
- **STRESS MANAGEMENT**
- **SUCCESSFUL UNEMPLOYMENT TRANSITIONS**
- **TIME MANAGEMENT - SPECIAL ASSIGNMENTS**
- **UTILIZING POSITIVE MANAGEMENT - COMMUNICATION/LEADERSHIP /DELEGATION**
- **UTILIZING POSITIVE MANAGEMENT - TRAINING/MENTORING/COACHING**
- **WORKPLACE VIOLENCE PREVENTION**
- **WORKING PARENTS**

Conference of State Court Administrators (COSCA):

<https://cosca.ncsc.org/Resources.aspx>

1. Policy Papers: <https://cosca.ncsc.org/Policy-Papers.aspx>

National Judicial College:

<https://www.judges.org/>

1. Resources: <https://www.judges.org/resources/>

National Association of Drug Court Professionals (NADCP):

<https://www.nadcp.org/news/>

Corinne Wolfe Center for Child and Family Justice (at the Institute of Public Law)

(Added 3/31/20):

1. Online Resources:
<http://childlaw.unm.edu/resources/publications/index.html> (including the 2018 NM Child Welfare Handbook and a series of bench cards and other resources)
2. E-learning: <http://childlaw.unm.edu/resources/e-learning.html> (includes short instructional videos for judges new to the Children's Court bench, as well as an interactive timeline of child welfare cases)

National Council of Juvenile and Family Court Judges (Added 3/31/20)

1. Effective Intervention for Child Exposure to Domestic Violence: The Initiative 20 Years
 - Later Tuesday, April 7, 2020 12:00:00 PM MDT - 1:00:00 PM MDT
2. How Effective Intervention Changed One Community's Response to Domestic Violence
 - Wednesday, April 8, 2020 12:00:00 PM MDT - 1:30:00 PM MDT
3. Ripe for Change: Tackling Overrepresentation
 - Monday, April 13, 2020 11:00:00 AM MDT - 12:30:00 PM MDT
4. A Perpetrator Pattern-based Approach to Improve Child Welfare's Response to Domestic Violence
 - Tuesday, April 28, 2020 12:00:00 PM MDT - 1:30:00 PM MDT

Recorded NCJFCJ webinars available online: <https://www.ncjfcj.org/webinars/>

Judicial Family Institute

1. Resources available online: <http://www.judicialfamilyinstitute.org/Topics-and-Programs.aspx>

Institute for the Advancement of the American Legal System

1. Live and recorded webinars and resources available online: <https://iaals.du.edu/events>
2. Blog entries: <https://iaals.du.edu/blog>

TELEWORKING

Successful Teleworking Information:

1. <https://www.pcmag.com/news/get-organized-20-tips-for-working-from-home>
2. <https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>
3. <https://time.com/5801725/work-from-home-remote-tips/>
4. <https://www.inc.com/lindsey-pollak-eileen-coombes/remote-work-home-productivity-communication-self-care-morale-team.html>

Teleworking (added 4/7/20):

4. **Telework.gov – Employee and Manager Training (free and narrated)**
<https://www.telework.gov/training-resources/telework-training/>
5. **Cyber Best Practices Webinar:** Cyber Best Practices for Remote Access & Telework <https://www.eventbrite.ca/e/webinar-cyber-best-practices-for-remote-access-telework-tickets-101746795404?aff=erelexpmlt>
6. **Best Practices for Managing Remote Teams and Telework**
<https://www.eventbrite.com/e/best-practices-for-managing-remote-teams-and-telework-tickets-101661630674?aff=ebdssbonlinesearch>
7. **Teaming During an Epidemic: How to Keep Remote Teams Motivated & Engaged** <https://www.eventbrite.com/e/teaming-during-an-epidemic-how-to-keep-remote-teams-motivated-engaged-tickets-101317368978?aff=ebdssbonlinesearch>
8. **Remote Teleworking is the New Norm: How Do You Do It Safely & Efficiently**
<https://www.eventbrite.com/e/remote-workforce-manage-risks-increase-efficiencies-productivity-and-profit-tickets-101757918674?aff=ebdssbonlinesearch>
9. **Managing in a Virtual Environment** <https://www.telework.gov/training-resources/telework-training/telework-and-performance-management-webcast-trainings/>
10. **Managing Remote Teams:** <https://www.gallup.com/workplace/288956/covid-teams-working-remotely-guide-leaders.aspx>
11. **7 Essential Tips for Working from Home During the Coronavirus Pandemic,** <https://www.themuse.com/advice/coronavirus-work-from-home-tips>
12. **5 Tips for Staying Productive and Mentally Healthy while You're Working from Home,** <https://time.com/5801725/work-from-home-remote-tips/>

- 13. How to Stay Sane When Working from Home with Kids,**
<https://thewirecutter.com/blog/how-to-stay-sane-when-working-from-home-with-children/>