

# 2020 Annual Training



This year, the PDCom annual training will be held virtually. Training will be conducted via Microsoft Teams. This is a free service and you will not need any special account or access to view the session. A webcam and microphone are not needed. Interactive aspects of each session will be conducted via chat.

Each session will have its own link. You may sign up for one or all sessions, however we encourage everyone to sign up for the General Session and everyone involved in the completion of the request for reimbursement to sign up for the Forms section. **When you register you will get links for each session but please select which sessions you plan on attending.** Please register by Friday, October 16. If you have any questions about training registration or if there are any particular topics you would like covered, please contact us at [information@pdc.com](mailto:information@pdc.com).

To register, please complete the information below and check the box(es) of the session(s) you would like to attend. Return the completed form to [information@pdc.com](mailto:information@pdc.com) by Friday, October 16. You will receive a confirmation email with the links to all sessions, with the session(s) you registered for highlighted.

Name: \_\_\_\_\_

County: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

## Thursday, October 22

### General Session 9:00 AM (Approx. 2 hours)

Updates on what the Commission is doing. This includes new Commission staff, a new job posting service, and our legislative agenda and how to get involved. These are just a few of the items we want to update you on. We will also discuss how changes we have made to the reimbursement process have and will affect you at the county level.

### Data 1:00 PM (Approx. 1 hour)

In this session, we will cover current insights from our data sources as well as how we can assist you in your data goals. We will discuss potential county data collaborations, including counsel at first appearance projects, as well as larger multi-county projects the commission is interested in pursuing.

### Public Defender Council 2:00 PM (Approx. 1 hour)

IPDC Administrative Support Services

IPDC will review its services aimed at assisting Administrators and Office Managers. We will also review our new Sales Force page. We will also discuss tips to maintain well-being.

If you have specific questions you want us to address, please email Diane Black [dblack@pdc.in.gov](mailto:dblack@pdc.in.gov)

## Friday, October 23

### Forms - Refresher and Common Errors 9:00 AM (Approx. 1 hour)

The Forms Refresher update will cover general concepts and common errors. This will **not** be an in-depth instruction but will cover areas with the most common questions and mistakes. We will also cover tools available to counties to simplify the process.

### Workload and Overhead Study Results 10:15 AM (Approx. 45 minutes)

We want to update you on the conclusion of the ABA and Crowe's workload study, our pay parity survey for public defenders who maintain their own offices in Indiana, and what we are doing about these and other items looking forward.

### County Public Defender Board Training 1:00 PM (Approx. 1 hour)

We have officially launched our County Public Defender Board Trainings! We expect every county public defender board to have at least one member attend our training that will review many of the PD Board's responsibilities both statutorily and via Commission standard. This session will share with you the presentation so you know what your board will be learning. It will also give you the ability to provide feedback on what your local PD Board needs (or doesn't need) to hear. Topics will include Indiana law PD Boards need to know, discussion of the open door law, structures of public defense and other PD Board responsibilities.

### General Q&A Session 2 PM (Approx. 45 minutes)

All PDCom staff will be available for questions.