Cybercrime:

Faculty Development II

National Judicial Academy – CEELI Institute – Federal Judicial Center

NATIONAL JUDICIAL ACADEMY

BHOPAL, INDIA

JANUARY 21-22, 2023

During this program, we will continue working on the curriculum for the Working Group's two-day workshop and focus on teaching skills. Each participant will:

- *Finalize their session outline, including title and agenda description*
- *Begin drafting an instructor's guide/script for session*
- *Make a short interactive presentation*
- *Create two Power Point slides and use Mentimeter*
- *Facilitate a group discussion*
- *Facilitate a learning activity*
- *Identify program materials to collect and/or develop, including background reading*

Please note, the next (final) faculty development workshop will be held the week of May 29-June 2, 2023.

Saturday, January 21, 2023

9:30 a.m. **Opening Remarks, Program Overview and (re) Introductions**

Hon. A.P. Sahi, Director, National Judicial Academy of India
Hon. Anthony Porcelli, Magistrate Judge, U.S. Court for the Middle District of Florida
Claire Smearman, Senior Judicial Education Attorney, Federal Judicial Center

10:00 a.m. **Activity: Curriculum Design: Proposed Program Sessions I**
Each participant will be given 5 minutes to present their opening statement and an overview of their session, explaining their decisions regarding learning objectives, content, learning activities and sequencing. There will be a 10-minute group discussion to offer feedback to each participant.

Judge Porcelli
Claire Smearman

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11:30 a.m.   *Break*

11:45 a.m.   **Activity: Curriculum Design: Proposed Program Sessions II**

(Continued from 10:00 a.m.) Each participant will be given 5 minutes to present their opening statement and an overview of their session, explaining their decisions regarding learning objectives, content, learning activities and sequencing. There will be a 10-minute group discussion to offer feedback to each participant.

Judge Porcelli
Claire Smearman

12:15 p.m.   **Content Review: Cybercrime Fact Pattern – Effective Management and Resolution of Cybercrime Issues**
Cybercrime evidence is often in the form of electronic information, which can be stored locally on personal devices, remotely on a server, or virtually on the Cloud. Further, such electronic information is often in the possession, custody or control of cyber criminals, third-party providers or victims, and the amount of electronic evidence is often voluminous. During this session, we will use a fact pattern to discuss the various procedural and substantive issues related to the identification, preservation, and collection of such electronic evidence.

Judge Porcelli

1:15 p.m.   *Lunch*

2:15 p.m.   **Presentation Skills I: Elements of an Effective Presentation**
In this session, we will discuss how to use learning objectives to guide a presentation, how to "chunk" information, strategies for making a presentation interactive, and best practices for using demonstrative aides.

Claire Smearman

2:45 p.m.   **Presentation Skills II: How to Approach a Slide Deck**
PowerPoint presentations help instructors attract and maintain participant engagement through brevity, media, and aesthetics. Effective demonstrative aides, such as visuals (e.g., graphics, images, and video) and interactive elements (e.g., polls) should be incorporated strategically into a slide deck for a successful presentation. This session will provide a basic introduction to the logic behind PowerPoint construction and offer participants an opportunity to draft a basic slide master and (at least) two slides.

Celine Calpo, Program Specialist, Federal Judicial Center
Maria Ladron de Guevara, Program Officer, CEELI Institute

3:30 p.m.   **Break**

3:45 p.m.   **Presentations Skills III: Preparation**
Working in 4 groups of 2, each team will collaborate and prepare an 8-minute presentation of any segment of one of the workshop topics. Each team should develop an outline guided by their topic's learning objectives, prepare 2 – 3 Power Point slides or use another visual aide, and incorporate a strategy for engaging students. Each team will deliver its presentation to the full group tomorrow morning.

Claire Smearman

4:15 p.m.   **Facilitating Group Discussions**
Classroom discussion is an important tool for engaging learners and reinforcing content. Facilitating discussion can be challenging. The facilitator must provide structure to the discussion, encourage participation, keep the session on topic without dominating the discussion, challenge learners to think critically, model listening skills and respect, manage challenging exchanges, and cover the session material. Tools used by facilitators include: open-ended questions, follow-up questions, diffusing disruptive comments, and re-directing comments.

Judge Porcelli
Claire Smearman

4:30 p.m.   **Activity: Practice with Facilitation Skills I**
4 volunteers will introduce a discussion topic to their colleagues and lead a 7-minute discussion. Those playing the role of **participant** will be given a note with instructions.

Judge Porcelli
Claire Smearman

5:15 p.m.   **Day Concludes**

Sunday, January 22, 2023

9:30 a.m.   **Activity: Practice with Presentation Skills II**
Each small group will deliver their 8-minute presentation. At the conclusion of the presentation, we will discuss and provide feedback as to organization, clarity, time allocation, and demeanor.

- Were the learning objectives clear?
- Were the learning objectives achieved?
- Did the presenters engage the audience? How?
- Was the visual aide used effectively?

Judge Porcelli
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10:30 a.m.   **Learning Activities**

We will review the components of learning activities and discuss:

- Selecting the 'right' activity
- Drafting a hypothetical scenario
- Allocating time
- Writing clear instructions
- Providing Feedback
- Integrating "quick" learning activities such as a poll or quiz

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Claire Smearman

11:30 a.m.   **Break**

11:45 a.m.   **Activity: Practice with Learning Activities – Continued**

Working in 2 groups of 4, each participant will have 10 minutes to present and facilitate the learning activity they included in their Session Planning Outline.

After each group member has had the opportunity to "pilot" their learning activity, we will reassemble as a large group to discuss strategies: what worked, what didn't work, what changes are needed.

Judge Porcelli
Claire Smearman

1:00 p.m.   *Lunch*

2:00 p.m.   **Activity: Program Materials**

Faculty will not be able to cover all "important" material in a workshop session. Some information can be transferred through written materials prepared specifically for the program or outside reading. Learning will be facilitated through careful preparation of session outlines and conservative selection of additional readings.

Working in teams of 2, participants will discuss and make a list of the materials needed for their sessions, including visual aids, PowerPoints, substantive outlines, and other readings.

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Claire Smearman

3:00 p.m.   **Activity: Time Management – Finalizing the Session Plan**

Planning a workshop session requires making difficult choices about how to allocate time and select material. There is never enough time to cover everything, and an overabundance of substantive information will overload workshop participants.

Using learning objectives as a guide, the instructor must identify what substance to cover through a short presentation, what is best left for reading assignments, what to develop into a substantive outline to distribute, what content to introduce through learning activities, and what supplemental readings to prepare.

Working individually and using the provided template, each participant will draft and further refine their session outline, including a breakdown of each 10-minute increment, learning activities, and supplemental materials, and begin to draft language instructor guide/script for session.

Judge Porcelli
Claire Smearman

3:45 p.m.   ***Break***

4:00 p.m.   **Final Session Plan Presentations**
Each participant will have 3 – 5 minutes to present their session plan and receive feedback from the group.

Judge Porcelli
Claire Smearman

4:45 p.m.   **Looking Ahead: To Do Lists**
We will discuss the workshops scheduled for later this year and address remaining questions and suggested changes. Each participant will create and share his "To Do" list.

Claire Smearman

5:00 p.m.   **Wrap-Up and Adjourn**

Hon. A.P. Sahi
Judge Porcelli
Claire Smearman