

## STATE PERSONNEL BOARD HEARING ADVOCACY TRAINING

The State Personnel Board is pleased to announce that it will once again be offering a five-day training program focusing on the SPB Evidentiary Hearing Process

**Training Dates:** November 27 to December 1, 2023  
8:30 a.m. – 5:00 p.m.

**Who Should Attend:** Any employee of a State agency or department, or a State employee organization whose job duties require them to represent clients before SPB Administrative Law Judges or Hearing Officers. *This training is specifically designed for non-attorneys, though attorneys with one year or less experience will also be permitted to attend.* Training attendance is limited to 50 participants.

### Training Topics:

- Pre-Hearing Matters
- PHSC Statements
- Discovery
- Pre-Hearing Motions
- Opening/Closing Statements
- Burdens of Proof
- Witness Preparation
  - Structuring the Case
  - Order of Witnesses
- Affirmative Defenses
- Presenting Evidence
  - Foundation
  - Lay/Expert Opinion
  - Hearsay
  - Direct Examination
  - Cross Examination
- Making and Opposing Objections
  - Objection Strategy
- Documents/Concepts
  - Marking Exhibits
  - Moving Exhibits into Evidence
  - Stipulations
  - Videos/Photographs/Diagrams/Physical Evidence
  - Reports/Investigations/Transcripts
  - Exhibit Binder Organization

- Rebuttal/Impeachment Evidence
- Hearing Etiquette
- Mock Hearing

**Program Cost:** \$300

**How to Register:** Contact Kimberly Donaldson, Administrative Assistant I  
[Kimberly.donaldson@spb.ca.gov](mailto:Kimberly.donaldson@spb.ca.gov)  
916-651-3899

Please utilize the attached [Registration Form](#) when submitting your request.