|  |  |
| --- | --- |
| **Tuesday, May 10, 2016** | |
| 8:30—9:00 AM | Breakfast. If you have not filled out the New Executive Director’s Questionnaire, please do so now. (Individual responses are confidential and will be returned to you later in the training). |
| 9:00—10:00 AM | I. Theme and Introductions.   * Brief discussion of theme of training: Achieve Insight into ED’s Job. * Introductions, using outline of desired information. No more than 5 minutes for each person. |
| 10:00—10:15 AM | Break |
| 10:15—11:30 AM | II. An Effective Program. Characteristics of an effective legal aid program. |
| 11:30 AM—12:30 PM | III. The Director’s Job, part A. Discussion, based on responses to the New Executive Director’s Questionnaire. |
| 12:30—2:00 PM | Lunch. We suggest you have lunch with one or more other participants with whom you have something in common. |
| 2:00—2:45 PM | IV. Leadership and Management. What’s the difference, and who does what? |
| 2:45—3:30 PM | Discussion of leadership and management |
| 3:30—3:45 PM | Break |
| 3:45—4:30 PM | V. Staff. Characteristics of legal aid culture. Practical personnel issues. |
| 4:30—5:15 PM | Discussion of staff issues. |
| **Wednesday, May 11, 2016** | |
| 8:30—9:00 AM | Overnight Thoughts (comments and questions on first day of training). |
| 9:00—10:00 AM | Role Play. |
| 10:00—10:15 AM | Break |
| 10:15—11:00 AM | VI. Results. Planning for outcomes. Using outcomes to report effectiveness and capture more money. |
| 11:00—11:45 AM | VII. Changing Program Culture. Culture has significant impact on ability to achieve desired outcomes. How managers impact program culture. Ways to change cultures that are not producing the results the ED expects. |
| 11:45 AM—12:30 PM | The Executive Director’s Job, part B: Role of Executive Director in creating and maintaining an effective program. |
| 12:30—2:00 PM | Lunch with Don Saunders and Civil Section Counsel joining group at 1:15 PM for half hour session on NLADA services. |
| 2:00—2:45 PM | VIII. Money. Building a sustainable program. Budgeting. Working with financial staff. Working with board. Importance of ED’s direct involvement in fund-raising. |
| 2:45—3:15 PM | Discussion of money issues. |
| 3:15—4:00 PM | IX. Board. What is an effective board? Importance of board training. How to deal with common board issues. |
| 4:00—5:00 PM | X. Roundtable. A completely confidential discussion of actual issues in participant’s programs. |