



**Management Information Exchange  
and OneJustice present:**

**Supervising Legal Work Training  
November 2 – 4, 2011  
San Francisco, CA**

**Draft Agenda**

<b>Wednesday, November 2, 2011</b>		
8:30 – 10:00 am	Breakfast Registration	
10:00 – 10:10 am	Welcome and Introduction of Trainers	Patricia Pap
10:10 – 10:45 am	Opening Remarks: The Supervisor's Role	Andrea Zigman
10:45 – 11:00 am	Break	
11:00 am – Noon	Small Groups: Introductions Participant's Goals for Training Comments on Opening Remarks	Team
Noon - 1:15 pm	Lunch	
1:15 - 2:30 pm	Lecture and Demonstration: Performance Feedback	
2:30 - 2:45 pm	Break	
2:45 - 5:15 pm	Small Groups: Performance Feedback Exercises	Team

<b>Thursday, November 3, 2011</b>		
8:00 - 9:00 am	Breakfast	
9:00 - 9:30 am	Presentation: Supervision Systems	
9:30 - 10:45 am	Small Group: Supervision Systems	Team
10:45 - 11:00 am	Break	
11:00 - 12:30pm	Diversity and Supervision	
12:30 - 1:45 pm	Lunch	
1:45 - 2:15 pm	Presentation: Workplans	
2:15 - 3:45 pm	Small Groups: Workplans	Team
3:45 - 4:00 pm	Break	
4:00 - 5:15 pm	Small Group: Supervision and Leadership	Team

<b>Friday, November 4, 2011</b>		
8:00 - 9:00 am	Breakfast	
9:00 - 9:30 am	Presentation: Designing and Managing Projects	
9:30 - 11:15 am	Small Groups: Designing and Managing Projects	Team
11:15 - 11:30 am	Break	
11:30 - 12:45 pm	Small Groups: Supervision in the Real Office	Team
12:45 - 1:00 pm	Wrap Up	Andrea Zigman, Patricia Pap