

**Supervising Legal Work Training**

**April 10, 11, 12, 2019**

**Los Angeles, California - Omni Hotel**

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| **Wednesday April 10, 2019** |
| 8:00 – 9:00 am | Registration, Full Breakfast |
| 9:00 – 9:30 am | Large Group: Welcome and Introduction to the Training, the Trainers & Small Groups *Eric Mittelstadt, Director of Programs, MIE* |
| 9:30 – 10:00 am | Large Group: Opening Remarks: The Supervisor’s Role*Reenie Terjak, Director of Advocacy, Colorado Legal Services* |
| 10:00 – 10:15 am | Break |
| 10:15 – 11:45 pm  | Small Groups: Introductions, Goals for Training, Comments on Opening Remarks |
| 11:45 - 1:15 pm | Lunch, on your own |
| 1:15 - 2:00 pm | Large Group: Lecture and Demonstrations: Performance Feedback and Evaluation*Eric Mittelstadt* |
| 2:00 – 2:15 pm | Break |
| 2:15 – 4:30 pm  | Small Groups: Performance Feedback Discussion and Exercises  |
| 4:30 – 4:45 pm | Break |
| 4:45 – 5:30 pm | Large Group:Supervision Systems*Kevin Mitchell, Managing Attorney,* *Legal Aid Foundation of Los Angeles (LAFLA)* |
| 6:30 pm | Meet your colleagues at the Noe Bar in the Omni, make dinner plans |

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| **Thursday April 11, 2019** |
| 8:00 - 9:00 am | Full Breakfast |
| 9:00 – 10:15 am | Small Group: Supervision Systems and making your CMS work for you |
| 10:15 – 10: 30 am | Break  |
| 10:30 – 12:00 am | Large Group:Supervising a Diverse Workforce*Tzung-lin Fu, Director of Litigation, Neighborhood Legal Services* *of LA County and Dominique Quevedo, Managing Attorney, LAFLA* |
| 12:00 am – 12:30 pm | Large Group:Workplans Presentation*Jerel McCrary, Managing Attorney, Bay Area Legal Aid* |
| 12:30 - 2:00 pm | Lunch, on your own |
| 2:00 - 3:30 pm | Small Groups: Workplan exercises |
| 3:30 – 3:45 pm | Break  |
| 3:45 - 5:00 pm | Large Group: Designing and Managing Projects*Nicole Perez, Managing Attorney, LAFLA,* *with Jerel McCrary and Reenie Terjak*Online Project Management Tools*Eric Mittelstadt* |

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| **Friday April 12, 2019** |
| 7:30 – 8:30 am | Full Breakfast |
| 8:30 - 9:45 am | Small Group: Designing and Managing Projects Discussion and Exercises |
| 9:45 - 11:00 am | Small Groups: Supervision in the Real World Roundtable |
| 11:00 - 11:30 am | Extended Break, Hotel check out as needed |
| 11:30 - 12:15 pm | Large Group:Supervision and Leadership *Jennifer Kelleher Cloyd, Chief Program Officer**Law Foundation of Silicon Valley* |
| 12:15 - 1:00 pm | Large Group:Leading Change. Taking it Home and Making a Difference*Eric Mittelstadt* |