

**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* |