****

**Supervising Legal Work Training**

**January 22 – 24, 2018**

**Phoenix, AZ**

**Draft Agenda**

**NB: TRAINERS MEETING SUNDAY 5 PM FOR PREPARATION**

|  |  |
| --- | --- |
| **Monday, January 22, 2018** | |
| 8:00 – 9:00 am | Registration |
| 9:00 – 9:45 am | Welcome and Introduction of Trainers |
| 9:45 – 10:30 am | Opening Remarks: The Supervisor’s Role |
| 10:30 – 10:45 am | Break |
| 10:45 – Noon | Small Groups: Introductions, Participant’s Goals for Training, Comments on Opening Remarks |
| Noon - 1:30 pm | Lunch |
| 1:30 - 2:45 pm | Lecture and Demonstration: Performance Feedback |
| 2:45 - 3:00 pm | Break |
| 3:00 - 5:15 pm | Small Groups: Performance Feedback Exercises |

|  |  |
| --- | --- |
| **Tuesday, January 23, 2018** | |
| 8:00 - 9:00 am | Continental Breakfast |
| 9:00 - 9:30 am | Presentation: Supervision Systems |
| 9:30 - 10:45 am | Small Group: Supervision Systems, Using Case Management Systems for High Quality Supervision |
| 10:45 - 11:00 am | Break |
| 11:00 – 12:30 pm | Diversity and Supervision |
| 12:30 - 1:45 pm | Lunch |
| 1:45 - 2:15 pm | Presentation: Workplans |
| 2:15 - 3:45 pm | Small Groups: Workplans |
| 3:45 – 4:00 pm | Break |
| 4:00 - 5:15 pm | Small Group: Supervision and Leadership |

|  |  |
| --- | --- |
| **Wednesday, January 24, 2018** | |
| 8:00 - 9:00 am | Continental Breakfast |
| 9:00 - 9:30 am | Presentation: Designing and Managing Projects |
| 9:30 - 11:15 am | Small Groups: Designing and Managing Projects |
| 11:15 - 11:30 am | Break |
| 11:30 - 12:45 pm | Small Groups: Supervision in the Real Office |
| 12:45 - 1:00 pm | Wrap Up |