

**Supervising Legal Work Training**

April 27, 28 and 29, 2020

Indianapolis, IN Omni Severin Hotel

**\*Trainer’s Meeting April 26th at 7 pm\***

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| **Monday April 27** | |
| 8:00 – 9:00 am | Registration, Breakfast |
| 9:00 – 9:45 am  *Materials: Tab 2* | Large Group:  Welcome and Introduction to the Training, Your Facilitators  & Small Groups. Opening Remarks: The Supervisor’s Role  *Eric Mittelstadt, Director of Programs, MIE* |
| 9:45 – 10:00 am | Break |
| 10:00 – 11:30 am  *Tab 2* | Small Groups:  Introductions, Goals for Training, Challenges you Face |
| 11:30 am - 1:00 pm | Lunch, on your own |
| 1:00 - 1:45 pm  *Tab 3* | Large Group:  Supervision Systems and making your CMS work for you |
| 1:45 – 2:00 pm | Break |
| 2:00 – 3:15 pm  *Tab 3* | Small Group:  Supervision Systems Exercises and Discussion |
| 3:15 – 3:30 pm | Break |
| 3:30 – 5:15 pm  *Tab 4* | Large Group:  Supervising a Diverse Workforce  *\*Homework Assignment, Review Tomorrow’s Role Plays\** |
| **6:00 pm Meet at the Severin Bar to socialize and make dinner plans.** | |
| **Tuesday April 28** | |
| 8:00 - 9:00 am | Breakfast |
| 9:00 – 9:45 am  *Tab 5* | Large Group:  Lecture and Demonstrations: Performance Feedback and Evaluation |
| 9:45 – 10:00 am | Break |
| 10:00 am – 12:00 pm  *Tab 5* | Small Groups:  Performance Feedback Discussion and Exercises |
| 12:00 - 1:30 pm | Lunch, on your own |
| 1:30 - 2:00 pm  *Tab 6* | Large Group:  Workplan Presentation |
| 2:15 – 2:30 pm | Break |
| 2:30 - 3:45 pm  *Tab 6* | Small Groups:  Workplan Exercises |
| 3:45 – 4:00 pm | Break |
| 4:00 – 5:15 pm  *Tab 7* | Large Group:  Designing and Managing Projects |

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| **Wednesday April 29** | |
| 8:00 – 9:00 am | Breakfast |
| 9:00 - 10:00 am  *Tab 7* | Small Group:  Project Management Exercises and Discussion |
| 10:00 – 10:50 am  *Tab 8* | Small Group:  Leadership Discussion and Exercises |
| 10:50 – 11:00 am | Break |
| 11:00 - 12:00 am | Small Groups:  Supervision in the Real World Roundtable |
| 12:00 - 12:15 pm | Break, Granola Bars, Fruit and Drinks Provided, for now or on the plane. |
| 12:15 - 1:00 pm  *Tab 8* | Large Group:  Leading Change, taking it home and making a difference! |