

**Essential Skills for Stronger Leaders:**

**An MIE Conference for Legal Services Executive Directors, Managers and Supervisors**
September 9 - 10, 2019
Atlanta, GA
\*\*DRAFT\*\* AGENDA

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| Monday, September 9, 2019 |
| 7:30 – 9:00 am | Registration, Continental Breakfast |
| 9:00 – 10:30 am | Welcome to the 2019 MIE Conference for Legal Services Executive Directors, Managers and Supervisorswith Eric Mittelstadt, MIE Director of Programs and Dawn Jones, President Elect of the Georgia State BarPlenaryGetting Beyond the Numbers: Building Program Culture for Strategic Work to Achieve Systems Changewith Catherine Carr, Member, MIE Board of Directors, Presenter |
| 10:30 – 10:45 am | Break |
| 10:45 – 12:15 pm | Supporting Cutting Edge Advocacy  | Supervising the Financial Unit - What Must You Understand? | Everything You Need to Know About Core Legal Aid Managers’ Duties\*\*but might be afraid to ask!  |
| 12:15 – 1:45 pm | Enjoy lunch on the town with a colleague |
| 1:45 – 3:15 pm | Paradigm Shift? The New Age of Labor/Management Relations in Legal Aid | Leadership in Fundraising | Impact Case Work for Your Clients and Your Program: Co-counseling with the Private Bar and requesting attorney fees. |
| 3:30 – 5:00 | Roundtable on Labor Management Issues | Leader as Coach – Enhancing Your Leadership and Management Effectiveness by Mastering Basic Coaching Skills  | Race Equity & Diversity: Best Practices in Legal Aid |
| 6:00 pm | Join us for an evening reception at the newly renovated historic headquarters of Atlanta Legal Aid at 54 Ellis St NE, Atlanta, GA 30303.  In addition to friends and a bit of food and drink, come to see “Picturing Justice,” a photography exhibition of commissioned photographs documenting the stories of Atlanta Legal Aid clients, and other photographs related to social justice issues. |

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| Tuesday, September 10, 2019 |
| 7:00 – 8:30 am | Continental Breakfast |
| 8:30 – 10:00 am | What Is a Leader to Do? Best Practices for FLSA, FMLA, ADA and Handling Complaints | Technology That Supports Quality Supervision | Managing Multiple Funding Sources, from Application to Audit |
| 10:00 – 10:15 am | Break |
| 10:15 – 11:45 am | Principles of Leadership | Training Staff Using Technology and Adult Learning Techniques | Performance Management Systems That Promote Organizational Goals and Professional Development |
| 11:45 – 1:15 pm | Enjoy lunch on the town with a colleague |
| 1:15 – 2:45 pm | Roundtable for Executive Directors | Alternative Schedules and Remote Work: Can a Non-Traditional Workplace be a Good Fit for Legal Aid?  | Thoughts on Hiring and Retaining a Productive Legal Aid Staff |
| 2:45 – 3:00 pm | Break |
| 3:00– 4:30 pm | Lightening Our Load: Staffing For Excellence | Data Retention, Destruction and Security | Roundtable for Managers |