

## TRAINING AGENDA

February 28, 2023 8:00 am – 5:45 pm	
8:00 am – 9:00 am	Check In and Continental Breakfast ( <i>Apollo Foyer B</i> )
9:00 am – 9:15 am	Large Group – <b>Welcome and Introduction to the Training</b> <i>with Kesha James (Apollo Ballroom)</i>
9:15 am – 10:15 am	Large Group – <b>Employment Law Basics for Legal Aid Supervisors</b> <i>with Brent Wilson (Apollo Ballroom)</i>
10:15 am – 10:30 am	Break
10:30 am – 11:45 am	Small Group – <b>Introductions, Discussion, and Exercises</b> <i>(Breakout Rooms)</i>
11:45 am – 1:15 pm	Lunch with Colleagues & Table Topic Discussions <i>(Apollo Foyer B)</i>
1:15 pm – 2:15 pm	Large Group – <b>Building an Effective Supervisory Relationship Through Communication</b> <i>with Jared Smith (Apollo Ballroom)</i>
2:15 pm – 3:30 pm	Small Group – <b>Discussion and Exercises</b> <i>(Breakout Rooms)</i>
3:30 pm – 3:45 pm	Break
3:45 pm – 4:30 pm	Large Group – <b>Evaluation and the Use of Case Management Data to Support Performance Assessment</b> <i>with Matthew Vincel &amp; Ilenia Sanchez-Bryson (Apollo Ballroom)</i>
4:30 pm – 5:45 pm	Small Group – <b>Discussion and Exercises</b> <i>(Breakout Rooms)</i>
6:00 pm – 7:00 pm	Participant Reception <i>(Atlanta Legal Aid, 54 Ellis St NE, Atlanta, GA 30303)</i>

March 1, 2023 8:00 am – 5:00 pm	
8:00 am – 9:00 am	Continental Breakfast ( <i>Apollo Foyer B</i> )
9:00 am – 9:45 am	Large Group – <b>Core Duties of Every Supervisor</b> <i>with Angela Riccetti &amp; Kimberly Charles (Apollo Ballroom)</i>
9:45 am – 11:00 am	Small Group – <b>Discussion and Exercises</b> <i>(Breakout Rooms)</i>
11:00 am – 11:15 am	Break
11:15 am – 12:00 pm	Large Group – <b>Managing Effective Teams</b> <i>with Sonya Bellafant &amp; Amy Petkovsek (Apollo Ballroom)</i>
12:00 pm – 1:30 pm	Lunch on Your Own with Colleagues
1:30 pm – 2:45 pm	Small Group – <b>Discussion and Exercises</b> <i>(Breakout Rooms)</i>
2:45 pm – 3:30 pm	Large Group – <b>Important Tools for Success</b> <i>with Tequisha Myles &amp; Angie Hoogeveen (Apollo Ballroom)</i>
3:30 pm – 3:45 pm	Break
3:45 pm – 5:00 pm	Small Group – <b>Discussion and Exercises</b> <i>(Breakout Rooms)</i>

March 2, 2022 8:00 am – 11:30 am	
8:00 am – 9:00 am	Continental Breakfast ( <i>Apollo Foyer B</i> )
9:00 am – 10:15 am	Small Group – <b>Supervision in the Real World</b> ( <i>Breakout Rooms</i> )
10:15 am – 10:30 am	Break
10:30 am – 11:15 am	Large Group – <b>Making It Happen – Managing Up</b> with <i>Marie Bechtel &amp; Robert Bush (Apollo Ballroom)</i>
11:15 am – 11:30 am	Large Group – <b>Final Thoughts</b> with <i>Kesha James (Apollo Ballroom)</i>