LEGAL WORK SUPERVISION TRAINING

January 28-30, 2008
The Double Tree Hotel & Suites City Center
One Bigelow Square
Pittsburgh, PA 15219

TO: **Ohio, Michigan, and West Virginia Project Directors, Managing Attorneys**

DATE: **December 11, 2007**

DESCRIPTION

The Committee on Regional Training (CORT) and the Management Information Exchange (MIE) will present a legal work supervision training January 28-30, 2008 at The Double Tree Hotel & Suites Pittsburgh City Center. This training is for persons who are immediate supervisors of legal work, including managing and supervising attorneys, litigation directors, and executive directors. The training design emphasizes small group discussions, role play exercises and demonstrations, and therefore is limited to 55 participants. Please plan to arrive on time and stay until the end.

TRAINERS

Lorray Brown, Michigan Poverty Law Program
Ann Cofell, St. Cloud Area Legal Services
Kelly Malone, Legal Aid of Southwest Ohio
Jim Daniels, Southeastern Ohio Legal Services
Tanya Douglas, Legal Services of New York City-Manhattan
Bruce Perrone, Legal Aid of West Virginia
Branford Brown, Legal Aid of Western Ohio
Eugene King, Ohio State Legal Services Association
Catherine Martin, Neighborhood Legal Services Association
Patti Pap, Management Information Exchange
Michelle DeBord, Neighborhood Legal Services Association
Cathy Wallace, Legal Aid of West Virginia

LOCATION

The training will take place at the Double Tree Hotel & Suites Pittsburgh City Center, Pittsburgh, PA 15219, (412) 281-5800

REGISTRATION FEES

As a CORT-sponsored event, there is no fee for participants employed by programs participating in CORT. For all Non-CORT members outside of the CORT region the fee is $495. For all Non-CORT members in the CORT region the fee is $795.

For all other participants, please visit the MIE web site at http://m-i-e.org/training.htm. to get information on fees and to register.

HOTEL

The training takes place at the DoubleTree Hotel & Suites Pittsburgh City Center, One Bigelow Square, Pittsburgh, PA 15219, 412-281-5800. Rooms are $119/night, single/double, plus tax. **Please reserve your rooms by January 7, 2008.** Mention the Management Information Exchange group. **PLEASE NOTE THAT ALL YOUR MEALS ARE ON YOUR OWN.**

QUESTIONS?

Any questions on the substance of the training should be directed to Eugene King at OSLSA, at 614-221-7201, ext.125 or email eking@oslsa.org.

REGISTRATION DEADLINE

If your program is a CORT member, please return your registration no later than December 27, 2007 to:

Ohio State Legal Services Association
Attn: Patti Brown
555 Buttles Avenue
Columbus, OH 43215-1137

CANCELLATION DEADLINE

The deadline for cancellation is January 18, 2008. Registrants canceling after this date will be billed for any unavoidable costs incurred as a result of the late cancellation.

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APPLICATION FOR LEGAL WORK SUPERVISION TRAINING

January 28-30, 2008
The Double Tree Hotel & Suites City Center
One Bigelow Square
Pittsburgh, PA 15219

Is your program a CORT member? ❑ yes (fill out and submit this application)
❑ no (do not fill out this application; go to the MIE web site at http://m-i-e.org/training.htm)

NAME: _____ _

TITLE: _____

PROGRAM NAME: _____

BRANCH (if any): _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL ADDRESS_____ WORK PHONE _____

FAX # _____ HOME PHONE _____

When were you first admitted to practice? _____

How long have you been practicing with legal services? _____

How many people do you supervise?_____

Will you be able to be present throughout the entire training (Monday at 9:15 a.m., to Friday at 1:00 p.m.)?

❑Yes ❑No—If not, please explain:

_____

If you have special dietary needs, please indicate those needs:

_____

Other comments: _____

QUESTIONS?

Any questions? Call Gene King at OSLSA, 614-221-7201 ext. 125.

_____

Applicant's Signature Date

_____

Signature of Managing Attorney and Project Director Date

RETURN APPLICATION <u>NO LATER THAN DECEMBER 27, 2007</u>, to:

Ohio State Legal Services Association
Attn: Patti Brown
555 Buttles Avenue
Columbus,. OH 43215
Fax 614-221-7625

<u>CANCELLATION DEADLINE</u>

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MANAGEMENT INFORMATION EXCHANGE AND COMMITTEE ON REGIONAL TRAINING

PRESENTS

SUPERVISING LEGAL WORK TRAINING

JANUARY 28-30, 2008

DRAFT AGENDA

Monday, January 28, 2008
9:15am Registration
10:00am - 5:15pm
*Creating expectations and opportunities for supervision
*Feedback skills
*Critique exercises

Tuesday, January 29, 2008
9:00am - 5:15pm
*Leadership in legal services
*Legal work systems
*Case supervision and management
*Individual work planning
*Cultural competence and supervision

Wednesday, January 30, 2008
9:00am - 1:00pm
*Project planning and management
*Supervision in the real office