

Nuts and Bolts of Leadership and Management

**May 16 to 18, 2002
Santa Rosa, CA**

**National Legal Aid &
Defender Association**



General Conference Information

Badges

Badges must be worn to gain entrance to all meetings and functions.

Continuing Legal Education

Most states require that attorneys attend CLE-accredited training each year to maintain bar membership. NLADA has applied for accreditation in most states with mandatory CLE.

- A blue CLE instruction sheet and three-part certificate of attendance/application can be found in your registration packet.
- Please complete this NLADA CLE form and return to the registration desk or mail to NLADA so that we may maintain a record of your attendance.
- Individual state forms are available at the conference registration desk.
- If you are an attorney from Delaware, Oklahoma or California, please remember to stop by the registration desk to sign the mandatory sign in sheets.
- Some states do not offer CLE for management training.

Evaluations

NLADA is a membership organization so we take your suggestions seriously! Your evaluation of this program, including suggestions and comments, is important to NLADA, and will help us plan future events. We appreciate your assistance. An overall evaluation form is included in your registration packet. Extra forms are available at the registration desk as well. Because NDLI is so new, we need your constructive criticism so that we can provide the best possible training to you in the future. Please complete the evaluations and turn it in at NLADA's registration desk at your earliest convenience.

Wednesday, May 15, 2002

4:00 pm to 6:30 pm

Registration

Lobby

6:00 pm to 8:00 pm

Conference Reception

Sonoma Ballroom / Terrace

This reception provides an ideal opportunity to see old friends, meet new ones and network with your colleagues. Please make plans to join us.

Thursday, May 17, 2002

8:00 am to 9:00 am

Continental Breakfast

Nagasawa Foyer



8:00 am to 6:00 pm

Registration

Lobby

9:00 am to 9:15 am

Welcome/Introductions

Nagasawa Ballroom

9:15 am to 10:15 am

PLENARY SESSION: Transforming the Theory of Defense for Managers-- Management Storytelling

Nagasawa Ballroom

Moderator: Ira Mickenberg

10:15 am to 10:45 am

PLENARY SESSION: Trial Skills Transference--Tools to Take Along When Applying the Theory of Management to Your Daily Work

Nagasawa Ballroom

Moderator: John Stuart

10:45 am to 11:00 am Break

11:00 am to 12:30 pm

WORKSHOPS: What's Your Current Theory of Management?



- Group N - Nagasawa Ballroom**
- Group U - Private Dining Room**
- Group T - Jack London Room**
- Group S - Room 2112**
- Group & - Room 2114**
- Group B - Golden Gate A**
- Group O - Golden Gate B**
- Group L - Golden Gate C**
- Group T2 - Golden Gate D**
- Group Z - Golden Gate E**

12:30 pm to 1:30 pm

Lunch (on your own)

1:30 pm to 2:30pm

DEMONSTRATION: The "Late Lawyer" Managerial Challenge

Nagasawa Ballroom

Moderator: Fred Friedman

2:30 pm to 2:45 pm Break

2:45 pm to 5:30 pm

WORKSHOPS: Where Rubber Hits the Theory Road--Applying the Theory of Management to Your Managerial Challenge

Same Break-out Rooms

6:00 pm Wine Country Dinner at Safari West (Optional)
Buses will arrive at 5:45pm. Participants must be on the bus no later than 6:00 pm

Friday, May 17, 2002

8:00 am to 9:00 am
Continental Breakfast
Nagasawa Foyer



8:00 am to 5:30 pm
Registration Desk Open
Lobby

9:00 am to 10:15 am
PLENARY SESSION: Talk the Talk and Walk the Walk--Communication and Coaching to Advance the Theory of Management and Formulate Your Action Plan
Nagasawa Ballroom
Faculty presenter: Ed Monahan

10:15 am to 11:00 am
DEMONSTRATION II: The Late Lawyer Problem--Communication INSIDE the Office
Nagasawa Ballroom

11:00 am to 11:15 am Break

11:15 am to 12Noon
PLENARY SESSION: The New Mexico Recruiting Problem--Communication OUTSIDE the Office
Nagasawa Ballroom
Faculty presenter: Phyllis Subin

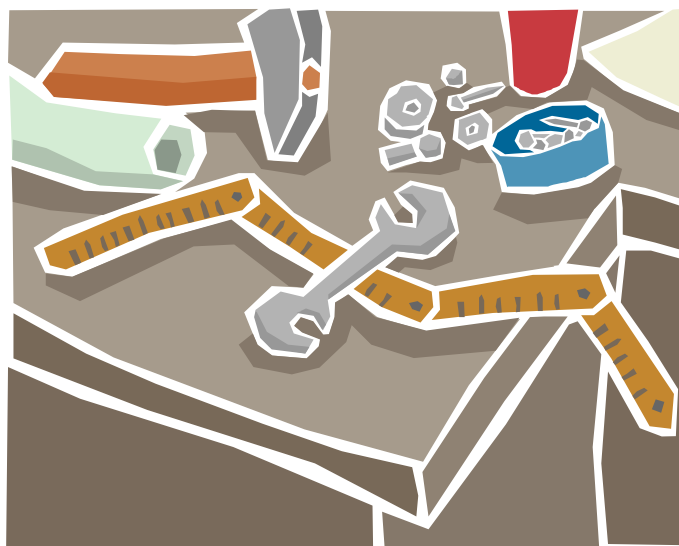


12Noon to 1:00 pm
Lunch (on your own)

1:00 pm to 4:15 pm

WORKSHOPS: Inside-Out Managerial Challenges: Using Communication and Coaching Skills Inside and Outside the Office to Advance Your Theory of Management

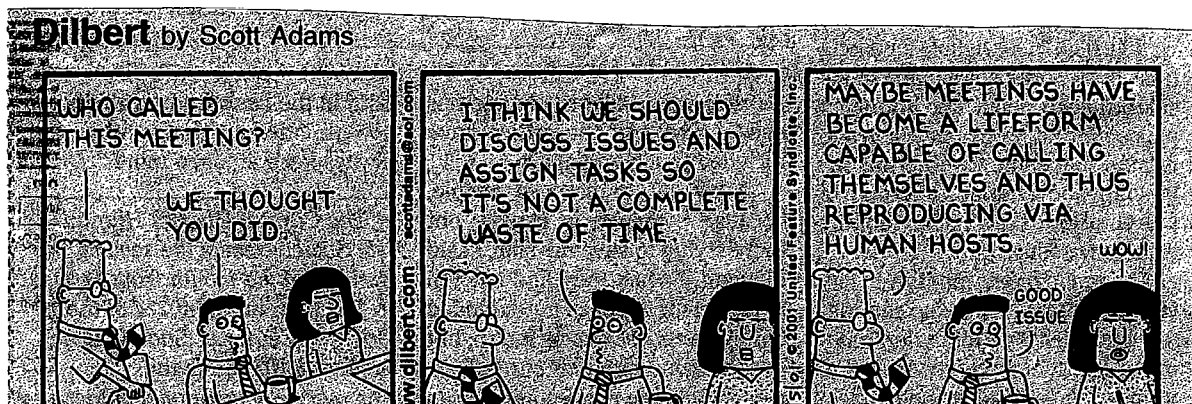
- Group N – Nagasawa Ballroom**
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- Group O – Golden Gate B**
- Group L – Golden Gate C**
- Group T2 – Golden Gate D**
- Group Z – Golden Gate E**



4:15 pm to 4:30 pm Break

4:30 pm to 5:30 pm

PLENARY SESSION: No More Mundane Meetings—How to Use Meetings to Communicate, Coach and Action Plan Without Degenerating into a Dilbert Cartoon
Nagasawa Ballroom



Saturday, May 18, 2002

8:00 am to 9:00 am

Continental Breakfast

Nagasawa Foyer

8:00 am to 5:00 pm

Registration Desk Open

Lobby

9:00 am to 9:30 am

PLENARY SESSION: Where Reality *Really* Meets Theory—Risk Management, What Does it Mean in Practical Terms for all Managers?

Nagasawa Ballroom

Faculty presenter: Melanie Herman

9:30 am to 10:45 am

PLENARY SESSION: “Plain Old” Performance Evaluations

Nagasawa Ballroom

10:45 am to 11:00 am Break

11:00 am to 11:30 am

PLENARY SESSION: Hiring and Firing the Correct Way--How to Apply Good Communication Skills at Critical Moments

Nagasawa Ballroom

11:30 am to 12Noon

**PLENARY SESSION: Harassment Prevention--
And Other Risk Management Issues to Think About**

Prevention and (when prevention fails) dealing with sexual harassment in the workplace

Nagasawa Ballroom

Faculty presenter: Melanie Herman

Noon to 1:00 pm

Lunch

Sonoma Ballroom / Terrace



1:00 pm to 2:00 pm

**DEMONSTRATION III: The Late Lawyer Challenge—Now What Do We Do?
Communication Skills in Performance Evaluations and Firing?!**

Nagasawa Ballroom

Moderator: Bob Boruchowitz

2:00 pm to 2:15 pm Break

2:15 pm to 3:15 pm

**WORKSHOPS: How Good Are Your Communication Skills From Improving Staff
Performance to Firing Situations?**

Same Breakout Rooms

3:30 pm to 4:30 pm

WORKSHOPS: Tying it All Together ... And Tying You to Your Action Plan

Same Breakout Rooms

4:30 pm to 5:00 pm

CLOSING REMARKS: The Movers and Shakers

Nagasawa Ballroom

***IT IS NOT TOO LATE TO JOIN US
2002 DEFENDER ADVOCACY INSTITUTE
May 31 to June 5 ~ Dayton, Ohio***

NLADA's **Defender Advocacy Institute** is a unique program in which participants work on their own real cases, under the supervision of an experienced faculty of excellent trial attorneys and teachers. Sessions are in small groups of six to seven lawyers, with two faculty to each group. Participants get to practice every aspect of a criminal trial, using their own cases as models. By the end of the conference, our participants will have thoroughly prepared for trial in a case they will try when they return to their offices. **For More Information visit our Web site at www.nlada.org**



FACULTY

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Wisconsin State Public Defender

Barbara Brink
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Alaska Public Defender Agency

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Minnesota Public Defender

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Gary Windom
Public Defender
Riverside, CA



**NATIONAL LEGAL AID & DEFENDER ASSOCIATION
NATIONAL DEFENDER LEADERSHIP INSTITUTE
NEW LEADERSHIP CONFERENCE: Develop a Personal Leadership
Action Plan to Strengthen Public Defense
September 18-22, 2002
Omni Hotel in Austin, Texas**

Tentative Agenda (05/01/02)

Wednesday, September 18

4:00 to 7:00 pm Registration
6:00 pm to 8:00 pm **Opening Session**
8:00 pm to 10:00 pm Reception

Thursday, September 19

8:00 am to 9:00am Breakfast
9:00 am to 10:00 am **Plenary**
10:15 am to 12:30 pm **Small groups**
12:30pm to 1:30 pm Lunch
1:30 pm to 4:30 pm **Plenary**

Friday, September 20

7:30 am to 8:30am Breakfast
8:30 am to 10:00 am **Plenary**
10:15 am to 12:15 pm **Small Groups**
1:15 pm to 2:00 pm **Plenary**
2:15 am to 4:00 pm **Small Groups**
4:15 pm to 5:00 pm **Plenary**

Saturday, September 21

7:30 am to 8:30am Breakfast
8:30 am to 10:00 am **Plenary**
10:30 am to 12:30 pm **Workshops (Choose 1 of 3)**
12:30 pm to 1:15 pm Lunch
1:15 pm to 2:15 pm **Plenary**
2:15 pm to 4:15 pm **Workshops (Choose 1 of 3)**
4:15 pm to 4:45 pm **Plenary**

Sunday, September 22

9:00 am to 10:00 am **Plenary**
10:00 am to 11:30 am **Core Learning Groups**
11:30 am to 12:00 pm **Plenary**

"New Leadership" explores the many dimensions and unique challenges of leading a public defense program or office. This interactive training program has three primary learning objectives:

LEARNING OBJECTIVE ONE: What makes a good leader?

Each participant, as part of a group, will tease out the skills, attitudes and strategies necessary to be an effective leader. Through plenary sessions and interactive small group work, each participant will learn that both management and leadership skills are equally important. Both are necessary to motivate people and move an organization towards identifiable goals.

LEARNING OBJECTIVE TWO: Develop your own vision.

Each participant will develop a vision of his or her own leadership style. At the end of the training conference, each participant will be able to articulate three to five skills associated with their own leadership style and take concrete steps to achieve their vision.

LEARNING OBJECTIVE THREE: Develop a Personal Leadership Action Plan.

Each participant will design a plan to actualize his or her vision of the future. Each participant will decide in what area he or she wants to enact a plan. Perhaps the arena might be the community, inside their offices, in the legislative arena, with a governmental agency, or an inter-system plan.

The Location: This year's New Leadership Conference will take place in the musically and cultural diverse downtown of Austin, Texas at the Omni Austin Hotel, 700 San Jacinto, Austin, TX, 78701, (512) 476-3700. NLADA has negotiated a special conference rate of \$94 per night, exclusive of taxes.

For More Information: Visit the NLADA Web site http://www.nlada.org/Training/Train_Defender/Train_Defender_Leadership and watch your mail for the registration brochure, available in late June.



