

*DRAFT - Feb 18, 2008*

# NLADA/DPA *Train the Trainer*

Track 1	Designing a Training Program
Track 2	Developing Effective Presentations
Track 3	Coaching Small Groups

**MONDAY, March 24, 2008**

3 p.m. - 6:30 p.m.	Registration
7:00 p.m. - 9:00 p.m.	The Role of a Trainer, Adult Learning Theory and Short Attention Span Theatre - Phyllis Subin & Jeff Sherr

**TUESDAY, March 25, 2008**

9:00 am - 9:45 pm	This track is being designed through a needs assessment survey of participants	Learning Objectives and Lesson Plans - Ira Mickenberg	Individual Feedback - Jeff Sherr
10:00 am - 11:00 pm		Small Groups working on Learning Objectives	
11:15 am - 12:00 pm		Tips for Large Group Presentations - Jodie English	
12:00 pm - 1:30 pm	Lunch Break		
1:30 pm - 2:30 pm	How to Use PowerPoint to Enhance Your Teaching - David Knutson		
2:45 pm - 5:00 pm	Session could include - designing curriculum, training for investigators, training on ABA Caseload Opinion, and other topics.	Brainstorming, Designing and Creating PowerPoint for your Presentation	Group Dynamic and Facilitation - Jeff Sherr

**WEDNESDAY, March 26, 2008**

9:00 am - 10:00 am		Review Lesson Plan (small group)	Practice Small Group Coaching
10:15 am - 11:15 am		Perform (part of) Your Presentation with Feedback (small group)	
11:30 am - Noon	Putting it Together and Taking it on the Road Big Finish - Jodie English		
12:00 pm - 1:00 pm	Lunch Banquet (guest speaker) - Jeff Adachi		

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**NLADA/DPA**  
*Nuts & Bolts*  
*of Leadership & Management*

Track 1	From Trial Lawyer to Manager/Leader
Track 2	Nuts & Bolts Focus - Managing and Leading in the Whole Client Office

WEDNESDAY, March 26, 2008

10:00 am - 1:00 pm	Registration	
1:30 pm - 2:45 pm	<b>Making the Transition to Supervisor/Leader</b> <b>Client Centered Representation to Client Centered Leadership</b> - John Stuart, Cathy Bennett and Catherine Beane	
3:00 pm - 4:00 am	<b>Introducing the Management Challenge from the Client's Perspective and Manager's Perspective (Small Groups)</b>	<b>What is Community Oriented &amp; Whole Client Delivery?</b> - Jeff Adachi and Mark Stephens
4:15 pm - 5:45 pm	<b>The Four Frames</b> (example using ABA Caseload Ethics Opinion and ACCD Caseload Opinion) Ernie Lewis and Professor Alma Hall	

THURSDAY, March 27, 2008

9:00 am - Noon	<b>Applying the 4 Frames to the Management Challenge (Small Groups)</b>	<b>Applying the 4 Frames to Creating a Community Oriented &amp; Whole Client Office (Small Groups)</b>
Noon - 1:30 pm	Lunch Break	
1:30 pm - 2:30 pm	<b>Coaching</b> - Ed Monahan and Fred Friedman	<b>Building Community Relations</b> - John Stuart
2:45 pm - 5:15 pm	<b>Coaching (Small Groups)</b>	<b>The Role of the Social Worker in the Public Defender Office</b> - Rebecca DiLoreto

FRIDAY, March 28, 2008

9:00 am - 10:00 am	<b>Developing the Office Culture - Team Building and more</b> Jon Rapping and Richard Goemann	
10:15 am - Noon	<b>Developing the Office Culture (Small Groups)</b>	<b>Developing the Office Culture (Small Groups)</b>
Noon - 1:30 pm	Lunch Break	
1:30 pm - 2:15 pm	<b>Project and Time Management for Leaders</b> - Jeff Sherr	
2:30 pm - 3:30 pm	<b>Project Planning (Small Groups)</b>	<b>Project Planning (Small Groups)</b>
3:45 pm - 4:00 pm	Closing	

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