
MANAGEMENT INFORMATION EXCHANGE

Supervising Legal Work

February 8 - 10, 2010

The Historic Menger Hotel

204 Alamo Plaza

San Antonio, TX 78205

210-223-4361

Please register by January 14, 2010

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.

Draft Agenda: *Monday, February 8, 2010*

8:30 am Registration

10:00am - 5:15pm

* The Supervisor's Role

* Performance Feedback

Tuesday, February 9, 2010

9:00am - 5:30 pm

* Supervision Systems

* Diversity and Supervision

* Workplans

* Supervision and Leadership

Wednesday, February 10, 2010

9:00am - 1:00pm

* Designing and Managing Projects

* Supervision in the Real Office

Hotel: The Historic Menger Hotel, 204 Alamo Plaza, San Antonio, TX 78205, 210-223-4361. Rooms are \$119/night, single/double, plus tax. Hotel reservations must be made by January 14, 2010. Mention the Management Information Exchange group.

For more than a dozen years, MIE has held Supervising Legal Work trainings throughout the country. The trainings sell out. This is what participants say about their experiences at Supervising Legal Work trainings:

Overall this was one of the best trainings of any sort I have attended.

Legal services needs to take management and supervision more seriously and this is a great start.

This was my first real management training. I look forward to follow-up.

Small group exercises were used to apply the lectures/demonstrations on particular topics. This was a really helpful response to the plight of middle management.

I liked the lectures and the opportunity to practice. Very practical ideas, skills I urgently need.

I learned about the different types of personalities, and how to respond as a supervisor.

The work plan development and discussion was tops. It was incredible to think about this stuff.

The work plan homework was very worthwhile in terms of really thinking about what we and others do and what we should or want to be doing.

Having no exposure to work plans to date, this session was great. Will use.

The roundtable/peer input part of this training was very helpful. Integrating real tasks (design a work plan, plot a project) into training was very effective. Not only did it give us an opportunity to put new skills into practice - but it also worked to show how effective those skills can be.

This is the sort of training that will cause me to reflect on the choices I make, the priorities I set, and the way my office runs for many months.

Feedback from peers and instructors with experiences similar to what I face day-to-day on my job was the best.

The materials were great.

I would recommend that all our managers go back for a refresher if they haven't been for a while.

Great program, obviously the result of much planning and effort. Thanks to all planners.

Registration: Supervising Legal Work, February 8 – 10, 2010 Register by January 14, 2010

Name: Registrant #1		Name: Registrant #2	
Title		Title	
Program Name		Program Name	
Address		Address	
City		City	
State	Zip	State	Zip
Phone		Phone	
Fax		Fax	
Email		Email	

Registration: MIE subscribers: \$415 Non-MIE subscribers: \$515

Total enclosed: _____

Please send **CHECK FOR REGISTRATION** to: Management Information Exchange, 99 Chauncy St., Suite 700, Boston, MA 02111, or visit: www.m-i-e.org/Calendar to register on line and pay by credit card. For more information, contact Patricia Pap at MIE by Tel: (617) 556-0288, Fax: (617) 507-7729, or Email: ppap@m-i-e.org.

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