



MANAGEMENT INFORMATION EXCHANGE

T R A I N I N G N O T I C E

New Executive Director Training

Tuesday, May 12, 2009, 9:00 am thru
Wednesday, May 13, 2009, 4:30 pm

The DoubleTree Hotel at the Entrance to Universal Orlando
Orlando, FL

Immediately preceding the ABA/NLADA Equal Justice Conference

This two day training is designed for the new directors of LSC-funded, IOLTA-funded, elder law, *pro bono* and protection and advocacy programs, as well as for experienced directors of new programs which provide legal assistance and legal information to low income clients.

The intent of the New Executive Director training is help new directors, who typically learn on-the-job, to more quickly achieve deeper insight into their work. The training stresses both 1) knowing what should be done to lead an effective program, and 2) actually doing what needs to be done. Knowing is accomplished through an extensive set of materials, with a CD to guide self-study. Most of the training itself is devoted to doing / performing some of the most important tasks required of executive directors. Participants also will work on actual situations brought to the training by their colleagues.

*The training will be conducted by John Arango, MIE Consultant,
and Members of the MIE Training Committee.*

TOPICS TO BE COVERED:

- What is an effective legal assistance program?
- What is leadership, and how does it differ from management and administration?
- What strategies can be used to deliver services?
- How do you determine impact?
- Leading change: Why transformation efforts fail?
- What makes a program a "good place to work"?
- How can you work effectively with a board of directors?

HOTEL: The EJC takes place at the DoubleTree Hotel at the Entrance to Universal Orlando, 5780 Major Blvd, Orlando, FL 32819, 407-351-1000. Room rates are: \$135 single/double per night. Call the hotel to inquire about the availability of rooms at the EJC conference rate, or visit www.nlada.org/training for additional accommodation information.

New Executive Director Training Registration — Please register by April 14, 2009

Name	Title
Program Name	
Address	
City	
State	Zip
Daytime Phone	

Fax
Email
REGISTRATION FEES: <input type="checkbox"/> MIE subscribers: \$310 <input type="checkbox"/> Non-subscribers: \$410
PLEASE SEND REGISTRATION AND CHECK to MIE, 99 Chauncy St., Suite 402, Boston, MA 02111-1703.
FOR MORE INFORMATION, contact Patricia Pap, MIE Executive Director, 617-556-0288, 617-507-7729 fax, ppap@m-i-e.org , and visit the MIE website at www.m-i-e.org .