



# National Training Conference

## AGENDA

June 2-5, 2011  
 Intercontinental Hotel  
 220 Bloor Street West  
 Toronto, Ontario

*All meetings, events and meals to take place on second floor of hotel, unless stated otherwise below.*

Thursday, June 2		
TIME	ACTIVITY	DELIVERED BY
12:00 –5:00	<b>Program Coordinators &amp; On-Sites Arrive and Check-In</b> NOTE: <i>You will not be able to check into your room until 3:00. You may check your luggage with the concierge until your room is ready. Please identify yourself as a PBSC conference delegate when checking into the hotel.</i>	<b>PBSC National Coordinators</b>
5:00 –6:00	<b>Reception and Cash Bar</b> <i>(everyone will receive one drink ticket)</i>	
6:00 –10:00	<b>Welcome Dinner and PBSC 15<sup>th</sup> Anniversary Celebration</b>	Keynote by <b>Justice Rosalie Silberman Abella</b> , presentation of inaugural PBSC Supporter Award & remarks from PBSC students, staff and supporters from coast to coast.

## Friday, June 3

TIME	ACTIVITY	DELIVERED BY
8:30 – 9:00	<b>Breakfast</b>	
9:00 – 9:45	<b>Who We Are I: National Office</b> During this session PBSC's National Director will provide an overview of PBSC's history, mandate, organization & funding model, and goals.	<b>Nikki Gershbain,</b> National Director, PBSC
9:45 – 10:30	<b>Who We Are II: Local Chapters</b> Enough about us, let's talk about you! During this session PBSC Program Coordinators and On-Site Supervisors will have a chance to introduce themselves.	<b>Program Coordinators</b>
10:30 – 11:00	<b>Break</b>	
11:00 – 12:30	<b>Who We Are III: PBSC Timeline and Milestones</b> During this session National Office staff, Program Coordinators and On-Site Supervisors will chart out program milestones and timelines for the year as a national organization and, taking into account differences among chapters, work with the Program Coordinators to chart out local chapter milestones.	<b>Nikki Gershbain,</b> National Director, PBSC <b>Aaron Williamson,</b> Vice President, The Value Web
12:30 – 1:30	<b>Lunch</b>	<b>Proof Restaurant, Main Floor</b> (Note: FLP Coordinators and their respective Chapters' Program Coordinators will lunch with Nav Johal and Krystyna Drywa)
1:30 – 2:30	<b>Stakeholders I: Recruiting and Working with Organizations; Troubleshooting Issues</b> PBSC provides our legal services by partnering with pro bono lawyers, community organizations, clinics, government agencies, courts and tribunals. This session will review how to find, work with and keep great partners, and what to do when problems arise.	<b>Krystyna Drywa,</b> Program Manager, PBSC <b>Gillian Marriott Q.C.,</b> Executive Director, Pro Bono Law Alberta <b>Teri Muszak,</b> Western Program Coordinator 2010-2011 & 2011-2012
2:30 – 3:30	<b>Project Development I: Review of PBSC Project Models &amp; How to Design Effective Placements</b> You've found a community partner and a lawyer supervisor, now what? In this session we will identify a range of different placement possibilities and discuss how to develop strong, manageable, effective legal placements.	<b>Kim Stanton,</b> Program Manager, PBSC <b>Krystyna Drywa,</b> Program Manager, PBSC <b>Emily Hubling,</b> U of T Program Coordinator 2010-2011 and National FLP Coordinator, 2011-2012

<b>3:30 – 4:00</b>	<b>Break</b>	
<b>4:00 – 5:00</b>	<b>Stakeholders II:</b> <b><i>Finding &amp; Retaining Lawyer Supervisors</i></b> Every PBSC placement requires a lawyer supervisor, but finding those lawyers can be challenging. We will provide you with guidance on how to successfully recruit – and retain – supervisors for your chapter.	<b>Nav Johal,</b> Program Manager, PBSC <b>Caroline Smith,</b> Saskatchewan Program Coordinator 2010-2011 & 2011-2012 <b>Katie Rowe,</b> Alberta Program Coordinator January 2011 – December 2011
<b>5:00 – 5:30</b>	<b>Break</b>	
<b>5:30 – 8:00</b>	<b>Dinner at a local restaurant</b>	<i>Meet in the Hotel Lobby at 5:30 and we will walk over as a group</i>

## Saturday, June 4

<b>TIME</b>	<b>ACTIVITY</b>	<b>DELIVERED BY</b>
<b>8:30 – 9:00</b>	<b>Breakfast</b>	
<b>9:00 – 9:30</b>	<b>Group Discussion:</b> <b><i>Review of Day 1</i></b> This is your opportunity to ask us any questions you didn't have a chance to on day 1, clarify anything you didn't understand, and share ideas as a group.	<b>National Office &amp; Program Coordinators</b>
<b>9:30 – 10:30</b>	<b>Stakeholders III:</b> <b><i>Recruiting Student Volunteers</i></b> You've spent the summer developing amazing placements – now you need students! Let's explore what makes PBSC a unique volunteer opportunity and how to promote your chapter and plan great events. We will also discuss the value of recruiting an Events Coordinator and review the role of our National Law Firm Partner in the Fall Launch Events.	<b>Nav Johal,</b> Program Manager, PBSC <b>Caroline Smith,</b> Saskatchewan Program Coordinator 2010-2011 & 2011-2012 <b>Catherine Ferron-Tremblay,</b> Laval Program Coordinator 2010-2011 & 2011-2012
<b>10:30 – 11:00</b>	<b>Training Volunteers I:</b> <b><i>The PBSC Training Program</i></b> Training your student volunteers is key. We will review how to plan the mandatory training and the topics you will want to cover, and discuss when you might want to develop customized training for particular placements.	<b>Kim Stanton,</b> Program Manager, PBSC <b>Sara Mahoney,</b> Ottawa (Common) Program Coordinator 2010-2011 & 2011-2012
<b>11:00 – 11:30</b>	<b>Break</b>	

<b>11:30 – 12:30</b>	<b>Training Volunteers II: Legal Research and Writing</b> To meet our goal of providing quality legal services, LRW Training is mandatory for all first years. We will discuss how to plan your specialized LRW training session, review our customized Civil and Common Law training materials, and discuss more ways WestlawCanada, can support your chapter.	<b>Nikki Gershbain,</b> National Director, PBSC <b>Bonnie Preece,</b> Manager, On-Line Academic Services, WestlawCanada <b>Michel Tremblay,</b> Trainer, WestlawCanada
<b>12:30 – 1:30</b>	<b>Lunch</b>	<b>Proof Restaurant, Main Floor</b>
<b>1:30 – 2:30</b>	<b>Training Volunteers III: Legal Information and Legal Advice</b> PBSC volunteers cannot provide legal advice, yet the difference between information and advice is not always clear. Here we will teach you how to explain this distinction to your volunteers	<b>Nikki Gershbain,</b> National Director, PBSC <b>Lisa Cirillo,</b> Executive Director, Downtown Legal Services
<b>2:30 – 3:30</b>	<b>Training Volunteers IV: Professionalism and Ethics</b> Just as you are ambassadors for the National Office, your Volunteers are ambassadors for your chapter. We will discuss the importance of professionalism and ethics, review how to deliver this training, and discuss how to troubleshoot difficult issues.	<b>Kim Stanton,</b> Program Manager, PBSC <b>Matthew Cohen,</b> Director of Litigation Projects, Pro Bono Law Ontario <b>Matthew Kelleher,</b> Partner, McCarthy Tétrault
<b>3:30 – 4:00</b>	<b>Break</b>	
<b>4:00 – 5:00</b>	<b>Project Development II: PBSC National &amp; Multi-Chapter Projects</b> PBSC National Office is currently running two exciting nation-wide projects, one with the CCLA and another with LEAF, as well as several multi-chapter projects. Local PBSC chapters also collaborate at times to run their own multi-chapter or regional projects. We will review these placements, discuss how they operate, and explore how to work with other chapters to develop your own multi-chapter projects.	<b>Nav Johal,</b> Program Manager, PBSC <b>Kim Stanton,</b> Program Manager, PBSC <b>Cara Zwibel,</b> Director, Fundamental Freedoms Program, Canadian Civil Liberties Association <b>Sara Mahoney,</b> UOttawa (Common) Program Coordinator 2010-2011 & 2011-2012
<b>5:00 – 5:30</b>	<b>Group Discussion: Review of Day 2</b> This is another opportunity to ask us questions, clarify anything that isn't clear, and share ideas as a group.	
<b>5:30 – 6:00</b>	<b>Break</b>	
<b>6:00 – 8:00</b>	<b>Optional Dinner with National Office</b> PBSC staff will be having dinner down the street at the law school; you are welcome to join us at our expense or have a night off to explore the city. <i>NOTE: You'll need to bring your luggage with you to breakfast in the morning!</i>	<b>Location: University of Toronto, Faculty of Law (Meet in the Lobby at 6:00 and we will walk over as a group)</b>

## Sunday, June 5

TIME	ACTIVITY	DELIVERED BY
8:30 – 9:00	<b>Breakfast</b> <i>NOTE: Don't forget to bring your luggage with you to breakfast!</i>	
9:00 – 10:00	<b>Succession Planning: Recruiting, Hiring and Transitioning Your Successors</b> One of the most important things you will do all year will be hire your successor and train him or her to take over the helm of your chapter; in this session, we will review best practices in hiring and transitioning.	<b>Krystyna Drywa,</b> Program Manager, PBSC <b>Teri Muszak,</b> Western Program Coordinator 2010-2011 & 2011-2012
10:00 – 10:45	<b>Accountability and Transparency I: Working with and Reporting to Funders</b> Whether it's the Law Foundation of Ontario that funds this conference or your local law foundation that funds your salary, PBSC's funding partners are the life-blood of our program. In this session we will explore the importance of accountability and transparency when it comes to funders, and best practices for writing funding proposals and reports.	<b>Nikki Gershbain,</b> National Director, PBSC <b>Ayumi Bailly,</b> Director of Policy, Law Foundation of Ontario
10:45 – 11:00	<b>Break</b>	
11:00 – 11:30	<b>Accountability and Transparency II: Working with and Reporting to the National Office</b> Accountability to funders requires collecting data about program achievements and milestones. In this session we will review how and when to complete the PBSC Program Information Charts, as well as the schedule for check-ins with the National Office and your On-Site Supervisor.	<b>Nav Johal,</b> Program Manager, PBSC <b>Emily Hubling,</b> U of T Program Coordinator 2010-2011 and National FLP Coordinator, 2011-2012
11:30 – 12:30	<b>Accountability and Transparency III: Monitoring Placements &amp; Annual Survey</b> In this session we review the importance of in-person monitoring and the protocol for the end-of-year survey. We will also review the results of last year's surveys and discuss how to build on your chapter's strengths and strategies for improving upon any weaknesses.	<b>Nikki Gershbain</b> National Director, PBSC <b>Kim Stanton</b> Program Manager, PBSC <b>Suzanne Clarke</b> Windsor Program Coordinator 2010-2011 & 2011-2012 <b>Amanda Gibeault</b> McGill Program Coordinator 2011-2012

<b>12:30 – 1:30</b>	<b>Lunch</b>	<b>Proof Restaurant, Main Floor</b>
<b>1:30 – 2:30</b>	<p><b>Budgets and Financial Management:</b> We will reconvene in the break-out rooms for regional sessions on financial management and reporting to funders:</p> <ul style="list-style-type: none"> <li>• Ontario Schools Meet to Review Ontario Budgets</li> <li>• Quebec Schools Meet to Review Quebec Budgets</li> <li>• All Other Schools Meet to Discuss Reporting to Law Foundations</li> </ul>	<p><b>Nav Johal</b> Program Manager, PBSC</p> <p><b>Kim Stanton</b> Program Manager, PBSC</p> <p><b>Krystyna Drywa</b> Program Manager, PBSC</p>
<b>2:30 – 3:30</b>	<p><b>Group Discussion:</b> <i>Review of Day 3</i></p> <ul style="list-style-type: none"> <li>• This is our opportunity ask any final questions and share ideas as a group, reflect back on the last 4 days, discuss possibilities for collaboration during the year, and say our good-byes.</li> </ul>	<b>National Office &amp; Program Coordinators</b>