

## **Developing and Sustaining an Immigration Program**

**Nov. 10-12, 2020**

This virtual training provides a complete introductory overview of how to start and sustain a nonprofit immigration legal services program. Participants will review important lessons from CLINIC's highly regarded manual, *Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity*. This manual and curriculum offer detailed information and suggestions for applying for Department of Justice agency recognition and staff accreditation, implementing effective case management systems, fundraising and scores of other pertinent topics related to managing an immigration program.

Participants will learn:

- how to determine which client cases to accept;
- how to set fees to obtain the best support for their program;
- case intake and management strategies;
- how to avoid unauthorized practice of law and
- strategies for working with funders

This highly interactive training will include a combination of live and recorded sessions, along with scheduled time for open forum discussions and interactive exercises on topics covered. Participants will leave with a plan to create or improve their immigration legal services program. Past participants have used information from this training to build or expand their legal immigration capacity. This training is suitable for program staff from a wide range of organizations, including established immigration programs, ethnic and immigrant organizations, domestic violence and sexual assault coalitions and service providers, unions, social services and medical providers, and educational programs, such as ESL and citizenship classes.

**All live sessions will take place from 1-4 p.m. ET.**

**Upon registration, participants will be provided with access to recorded sessions, which they should listen to prior to the day of discussion.**

### **Day One: Tuesday, Nov. 10**

*Optional Homework:*

- Listen to "DOJ Recognition and Accreditation" recording (1 hour)

*Live:*

- Introduction & Overview (0.25 hour)

- Immigrant Integration (1 hour)
- Open Forum Discussion: Immigrant Integration (0.25 hour)
- Staffing Your Immigration Program (1 hour)
- Breakout Session: Staff Retention and Onboarding (0.25 hour)
- Open Forum Discussion: Recognition and Accreditation (0.25 hour)

### **Day Two: Wednesday, Nov. 11**

#### *Homework:*

- Listen to “Space, Equipment and Tools” recording (1 hour)
- Listen to “Ethical Issues in Immigration Law” recording (1.5 hour)

#### *Live:*

- Case Management - Part 1 (1 hour)
- Open Forum Discussion: Space, Equipment and Tools and Ethical Challenges (0.5 hour)
- Case Management - Part 2 (1 hour)
- Breakout Session: Case Management (0.5 hour)

### **Day Three: Thursday, Nov. 12**

#### *Live:*

- Fundraising for Sustainability (1 hour)
- Open Forum Discussion: Fundraising (0.5 hour)
- Earned Income: Role of Fees (1 hour)
- Breakout Session: Fees (0.25 hour)
- Wrap Up (0.25 hour)