

Immigration Program Management Workshop

Feb. 9, 16, and 24

Every day, the number of immigrants in need of quality, affordable legal assistance increases. Often, nonprofits are the only place in the community they can turn. Is your program up to the challenge?

Over three weeks, this introductory-level course will cover the basic components needed to run an effective immigration legal services program. Participants will learn best practices in staffing, case management and financial management, as well as strategies to acquire the necessary space, equipment and tools needed for an efficiently-operating program. An optional session on Department of Justice Recognition and Accreditation will also be included.

Wednesday, Feb 9, 2022

- Introductions and Overview
- Immigrant Integration
- Open Forum Discussion: Immigrant Integration
- Staffing Your Immigration Program
- Breakout Session: Discussion or exercise with subgroups on staff retention and onboarding
- Optional Q & A: DOJ Recognition and Accreditation

Homework:

- *Space, Equipment and Tools* (Recording) (1.5 hr.)

Wednesday, Feb 16, 2022

- Breakout Session: Space, Equipment and Tools
- Case Management
- Breakout Session: Case Management

Homework:

- *Ethical Issues in Immigration Law* (Recording) (1.5 hr.)

Thursday Feb 24, 2022

- Fundraising for Sustainability
- Earned Income: Role of Fees
- Breakout Session: Fees
- Open Forum: Ethical Issues in Immigration Law
- Wrap Up