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# BENCHMARK INSTITUTE



LINKING PEOPLE, LEARNING AND PERFORMANCE FOR SOCIAL JUSTICE



# BENCHMARK INSTITUTE

All trainings begin online at least two weeks before meeting the faculty and other participants in person. Registering early helps insure that you will have adequate time to complete the online part of the training. Go to [www.benchmarkinstitute.org](http://www.benchmarkinstitute.org) for registration deadlines and more detailed information about each learning program.

## CALENDAR AT A GLANCE

<b>2008</b>	May 8-9	Housing Law Overview, Pasadena
	June 19-20	Public Benefits Overview, Pasadena
	July 20-27	Trial & Hearing Skills Training
	October 10-17	College of Advocacy
	November 13-14	Housing Law Overview, San Francisco
December 4-5	Public Benefits Overview, San Francisco	
<b>2009</b>	January	Go to the Movies, San Francisco & Pasadena
	January	Support Staff Forum, San Francisco & Pasadena
	May	Housing Law Overview, Pasadena
	June 12-19	Leadership Institute
	June	Public Benefits Overview, Pasadena
	July	Writers & Writing Mentors, San Francisco & Pasadena
	October 9-16	College of Advocacy,
	November	Housing Law Overview, San Francisco
December	Public Benefits Overview, San Francisco	

## FOUR EASY WAYS TO REGISTER

Online: [www.BenchmarkInstitute.org/our\\_training](http://www.BenchmarkInstitute.org/our_training)

Fax: 415/695-9695

Phone: 415/695-9296 Monday-Friday

Mail: Benchmark Institute • 431 Alvarado Street • San Francisco, CA 94114

## REFUNDS/SUBSTITUTIONS/CREDIT:

Full refund minus a \$30 fee will be made when we receive a written cancellation notice *by the registration deadline*. No other refunds can be made. Substitutions can be made at any time—please let us know. Credit will be issued when we receive a written cancellation with credit request by the registration deadline. Credit can be applied to any Benchmark training within one year.

We invite you to participate in Benchmark Institute's learning programs. Geared to the world of public interest, our training helps you do excellent work—even with limited resources and time. Based on what you must know and do to achieve superior performance, Benchmark has designed a series of face to face events, an online information portal, and suggested on-the-job experiences that build upon one another and culminate in skill mastery. Our programs are designed for lawyers, advocates, paralegals, legal assistants, administrative and support staff, social workers and others who need legal and leadership knowledge and skills to do their work.

Working with low-income people demands extraordinary competence, caring, and commitment. We offer more than other legal training providers, not just in our comprehensive programs, but in our commitment to increase your on-the-job performance. We use our expertise in how people learn and our way of teaching to create innovative learning environments that offer individual attention and link you with people who share your commitment to competence and social justice.

We look forward to having you join us.

Rosemary French, President  
Benchmark Institute

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431 ALVARADO STREET  
SAN FRANCISCO, CA 94114

Address Services Requested



## SUBSTANTIVE LAW & SKILLS WORKSHOPS

**PUBLIC BENEFITS OVERVIEW** presents key eligibility requirements of CalWORKs, Medi-Cal, General Assistance/Relief, Supplemental Security Income, Food Stamps and Emergency Benefits.

**Time:** 8:15 am — 5:30 pm **MCLE:** 15 hours  
Nonprofit \$225, Calif. Trust Fund \$215, Govt \$410, Private Bar \$540

**2008:** June 19-20 Pasadena • December 4-5 San Francisco

**2009:** Spring, Pasadena • Fall, San Francisco

**HOUSING LAW OVERVIEW** presents fundamental strategies for producing, preserving and protecting individual rights to housing in public, subsidized and private housing as well as key issues in defending California unlawful detainer actions, settlement agreements, post judgment remedies and unlawful landlord conduct.

**Time:** 8:15 am — 5:30 pm **MCLE:** 15 hours  
Nonprofit \$225, Calif. Trust Fund \$215, Govt \$410, Private Bar \$540

**2008:** May 8-9 Pasadena • November 13-14 San Francisco

**2009:** Spring, Pasadena • Fall, San Francisco

**GO TO THE MOVIES** uses film clips to discuss issues of professional ethics, substance abuse and bias in the justice system as they present themselves in a legal services and public interest practice. Offered annually.

**MCLE:** 4 hours legal ethics; 1 hour substance abuse; 1 hour elimination of bias

**2009:** January 23 San Francisco • January 30 Pasadena

**SUPPORT STAFF FORUM 2009** brings together legal secretaries, receptionists and other support staff to enhance the ability to manage multiple priorities in a busy legal services office or public interest law firm.

**2009:** January, San Francisco • January, Pasadena

**WRITING & WRITING MENTORS** focuses on strategies that help writers develop their own skills and writing mentors develop the skills of others. Offered every two years.

**2009:** Summer

**Registration Deadline:** Two weeks before the workshop's first day for all of the trainings listed above.



## ONLINE LEARNING MODULES

These modules are available online 24/7:

- DRUG & ALCOHOL ABUSE & ADDICTION IN THE LEGAL PROFESSION
- ALCOHOL PROBLEMS: SIGNS, SYMPTOMS, STIGMAS AND SOLUTIONS
- EFFECTIVE OUTREACH TO THE GLBT DISABILITY COMMUNITY



## LEGAL SKILLS TRAININGS

The first two skills trainings are designed to be taken in sequence.

**NATIONAL PUBLIC INTEREST COLLEGE OF ADVOCACY** develops the fundamental skills and information necessary to competently serve low income and underrepresented communities. It includes law and motion, legal planning and problem solving, deposition and negotiation skills; substantive law overviews; and leadership skills of cross-cultural communication and collaboration.

Offered annually, the College has tracks for lawyers, advocates and support staff.

**MCLE:** 51 hours, including 1 hour for the elimination of bias.

Cost of tuition, double occupancy room and meals: Nonprofit \$1,299 Others \$1,799

**21st Annual 2008:** October 10-17 • Santa Cruz Mountains • California

**22nd Annual 2009:** October 9-16 • Santa Cruz Mountains • California

**Registration Deadline:** September 19, 2008

**NATIONAL PUBLIC INTEREST TRIAL & HEARING SKILLS TRAINING** focuses on presenting and arguing facts in a variety of court and administrative hearing contexts. It concludes with lawyers doing a jury trial while advocates do an administrative hearing. Offered every two years, *Trial & Hearing Skills Training* builds on skills developed at the *College of Advocacy*. Pre-requisite: *College of Advocacy* or its equivalent is highly recommended. Early registration preference is given to those who have completed the *College*.

**MCLE:** 51 hours, including 2 hours for legal ethics; 1 hour for elimination of bias

Cost of tuition, double occupancy room and meals: Nonprofit \$1,675 Others \$2,375

**20th 2008:** July 20-27 • Santa Cruz Mountains • California

**21st 2010:** Summer • Santa Cruz Mountains • California

**Registration Deadline:** July 1, 2008

**NATIONAL PUBLIC INTEREST LEADERSHIP INSTITUTE** focuses on enhancing leadership abilities in public interest organizations and the community at large. This experiential learning program includes how to communicate effectively, work with diverse teams, deal with conflict, and plan and problem solve. Participants create a personal leadership plan and work one-on-one with a coach. Any one who works with groups or has the potential to lead groups should attend. Past participants have included executive directors, managing partners, litigation directors, managing attorneys, advocates, and secretaries, administrators, supervisors, team and task force leaders, unit heads, union stewards, and advocates who work in a support center capacity. **2009:** June 12-19

**CLE** These trainings normally qualify for CLE credit throughout the United States. The State Bar of California has approved these courses for MCLE credit in the amounts indicated within each training description. Benchmark Institute certifies that these workshops conform to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

## KEY BENEFITS

- Focus on public interest and legal services practice
- Accelerated, hands-on practical training that makes learning easier
- Collaborative and supportive learning environment
- Faculty with practical, public interest experience and a variety of styles
- Numerous opportunities to practice and internalize information and skills
- Forms and worksheets to integrate knowledge and skills into daily work
- Access to advocacy network and internet resources for ongoing learning and advice

**COMMUNITY OF PRACTICE** Our trainings are open to everyone. By attending Benchmark training you join lawyers, advocates and other staff from across the country linked by dedication to skill mastery and justice for our clients. This network includes legal services, public interest and pro bono lawyers and paralegals, law students, peer advocates, community advocates, social workers, and counselors—all people whom you can call on and who can call on you for support and advice throughout your career.

**FACULTY** An exceptional group of committed public interest advocates, our faculty is of the highest professional competency and commitment. From California and across the country, these volunteers model ways to thrive in a public interest practice. They are expert in giving feedback and creating a challenging, safe learning laboratory where you are encouraged to ask questions and try new techniques and approaches to your work. It's like having a mentor at your side.

**LEARNING PHILOSOPHY** A recognized expert in moving people quickly to competence and improved performance that supports an organization's objectives and strategies, Benchmark Institute offers learner centered training relevant to public interest practice. Our face to face events are integrated with pre- and post online learning experiences, taking learners from their current knowledge and skill level and guiding them to improved performance through interactive exercises, small group discussion, simulation, and feedback. We also work to support informal learning on the job by providing performance tools and connecting learners to expertise through the internet.

**BENCHMARK INSTITUTE** seeks to eliminate poverty and ameliorate the effects of injustice by providing training, performance tools and expertise about how people learn. To increase the quality and quantity of legal services for low-income people, we work to create a competent, caring and committed advocacy community.

Founded by legal services and public interest advocates in 1989, Benchmark Institute is the only nonprofit institution in the United States whose mission focuses solely on training and performance development for the entire public interest legal community. To date, we have served over 8,500 people in hundreds of legal services, public interest organizations and government agencies in the United States and internationally.

We also provide consulting services and training on organization development issues such as team building, strategic planning, law office management, diversity and leadership.

**MATERIALS** Benchmark publishes substantial materials designed for people who work in legal services offices and social services settings. These materials accompany each face to face event.

**MAKING PROGRAMS AVAILABLE TO ALL** Benchmark recognizes that small, often community based, organizations and individuals may lack the resources to take advantage of our longer events. Through the generosity of friends and alumni we're pleased to offer partial scholarships to College of Advocacy and Trial and Hearing Skills Training. Contact us if you would like our help in securing other financial support.

For more information visit [www.BenchmarkInstitute.org/our\\_training](http://www.BenchmarkInstitute.org/our_training)

2008 REGISTRATION			
Name	_____		
Organization	_____	Position	_____
Address	_____		
City	State	Zip	
Telephone	_____	Email	_____

PLEASE REGISTER ME FOR THE FOLLOWING TRAINING(S):			
TRAINING TITLE	DATE	LOCATION	FEE
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