



Continuing Legal Education PROGRAM PROPOSAL FORM

The CLE Committee of the Rhode Island Bar Association is committed to presenting a curriculum that will integrate substantive areas of law with practical training and skills to the members of the Bar.

The CLE Committee encourages other Bar Committees and any member of the Bar to submit ideas and programs for presentation. To aid anyone who would like to make a proposal, the committee provides the following guidelines:

1. The Continuing Legal Education Committee is the appropriate Rhode Island Bar Association committee to administer CLE programs and should be responsive to the needs and interests of Rhode Island Bar Association members who desire further legal education.
 2. All members of the RIBA and all committees, through their chairs, are encouraged to submit proposals to the committee for new continuing legal education programs.
 3. Proposals for programs should be submitted to the RIBA Director of CLE, in writing, substantially in the form of the attached program proposal form.
 4. When planning all seminars, the CLE Committee will draw upon the expertise and shared knowledge of the members of the other committees of the RIBA but will retain control over the content and faculty of any seminar.
 5. Advertisements and literature will so state when seminars have resulted from significant cooperation with and participation by other committees of the RIBA.
 6. Whenever feasible and appropriate, the CLE Committee will endeavor to present programs on relatively short notice on topics of extremely high interest and relevance to the members of the Rhode Island Bar Association.
 7. The Rhode Island Bar Association believes that diverse perspectives are critically important to the justice system and to the success of those who practice law. Please make every effort to include speakers of diverse backgrounds on your panels. The broad concept of diversity includes but is not limited to, psychological, physical, and social differences that occur among any and all individuals, such as race, ethnicity, nationality, religion, economic class, age, gender identity and expression, sexual orientation, mental and physical ability, veteran status, and learning styles. Please consider whether you can incorporate issues related to diversity, equity, and inclusion into your program.
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The following questions can assist you in organizing your ideas and developing a comprehensive program proposal and course outline:

1. What is the primary objective of the proposed program? Who is the target audience and are there any specific prerequisites or qualifications required for attendees?
2. Are there any new statutes or recent landmark cases relevant to the legal field that will be addressed in the program? How will these changes impact an attorney's practice? In what situations will attorneys need to adapt their approach or take different actions than before?
3. What specific skills will participants acquire through this program? Will it focus on improving legal research, negotiation techniques, courtroom advocacy, legal writing, or other essential skills?
4. Will the program discuss or demonstrate problem-solving techniques relevant to the legal profession? How will it equip attorneys with strategies to effectively navigate legal challenges and find solutions?
5. How will this program help attorneys avoid common pitfalls or ethical dilemmas that may arise in their practice? Will it address ethical questions related to the specific subject matter or provide guidance on maintaining professional standards?
6. What specialized knowledge will participants gain from this program? Will it cover niche areas of law, emerging legal trends, or specific practice areas that are in high demand?
7. Will the program enable attorneys to handle new income-producing work? Are there specific client needs, legal services, or practice areas that this program will equip attorneys to take on, potentially increasing their revenue?
8. In addition to the above, what other compelling reasons and benefits can be highlighted for attorneys to invest their time and resources in this program? How will it enhance their professional development, expand their network, or contribute to their overall success as legal practitioners?
9. What are the expected learning outcomes for participants?

Please submit to Madeline Benner, CLE Director, at mbenner@ribar.com
and Heather Chea, CLE Coordinator, at hchea@ribar.com



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Contact Information	
Program Proposed By:	
Contact Person:	
Telephone:	
Email:	

Seminar Information		
Suggested Program Title:		
Proposed Program Length: <i>(RI is a 50-minute hour)</i>		Proposed Program Format: <i>(hybrid or virtual)</i>
Will the program include an ethics component?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many minutes will be devoted to ethics? _____ minutes
Brief Description of the Program: <i>(Attach additional information if necessary)</i>		
Program objectives. Upon completion of the program each participant will:		
Target Audience for this Program: <i>(Areas of practice, level of experience, etc.)</i>		
Suggested Faculty: <i>(Please attach a list of suggested instructors and their qualifications.)</i>		
Is there a compelling need to schedule this program quickly? Please specify: <i>(e.g. a new law, change in procedure, etc.)</i>		

Submitted by: _____

Date: _____

Proposal considered on: _____ Recommended Action: _____