

THE KEYS TO SUCCESS

2010 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

KEEPING YOUR LEGAL CAREER ON TRACK [01.21.10](#)

GETTING YOUR POINT ACROSS: COMMUNICATION SKILLS FOR THE LEGAL PRACTICE [02.18.10*](#)

TEAMWORK MATTERS: MANAGING A LEGAL TEAM [03.11.10](#)

SHARPENING NEGOTIATION SKILLS [04.28.10*](#)

NETWORKING THAT GENERATES RESULTS [05.20.10](#)

THE VIRTUOUS LAWYER'S NEW YORK ADVENTURE: ETHICS EVOLUTION [06.22.10*](#)

BREAKFAST/REGISTRATION

8:00 am - 8:30 am

WORKSHOPS

8:30 am

NEW YORK CITY BAR

42 West 44th Street | New York, NY 10036

FEE

NYC Bar Members and Attorneys from Sponsoring Law Firms: Free

Non-members:

\$60 CLE accredited workshops (Feb 18, April 28, and June 22)

\$25 non-CLE accredited workshops (Jan 21, March 11, and May 20)

REGISTER

www.nycbar.org | (212) 382-4723

Special thanks to sponsoring law firms, the Committee on Career Advancement and Management, and the City Bar Center for CLE.

*Transitional and Non-Transitional NY MCLE Credits will be provided for these workshops. Please see the registration page for more details.



New York Law Journal

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01.21.10

KEEPING YOUR LEGAL CAREER ON TRACK



joseph brazil

Attorneys with satisfying careers understand the importance of detailed career planning. This workshop will teach associates how to formulate a structured, flexible career plan, and create and take advantage of opportunities to shine. Associates will also learn how to stand out in their firm and transition to mid-level/senior associates by building credibility, finding supportive allies, and becoming more confident.

Participants will learn to:

- Use personal strengths to climb the career ladder
- Seize opportunities to advance their careers
- Set and achieve career goals

joseph brazil

Joseph Brazil, partner at White & Case LLP, represents major commercial and investment banks as lead agents and arrangers in all aspects of financing transactions, with an emphasis on acquisition and leveraged financings. As counsel for the agent banks, Mr. Brazil is involved in all aspects of structuring, negotiating and documenting such transactions, including the negotiation of security arrangements and intercreditor arrangements.

Mr. Brazil has represented lenders in transactions involving borrowers operating in a wide variety of industries, including manufacturing, health, hotels, retail, food, industrials, pharmaceuticals and media and communications. Representative clients of Mr. Brazil are Deutsche Bank, Morgan Stanley, Bank of America and The Bank of Ireland. Mr. Brazil earned his BA from Stanford University and his JD from Columbia Law School.

02.18.10

GETTING YOUR POINT ACROSS: COMMUNICATION SKILLS FOR THE LEGAL PRACTICE



jeff bannon

From clients and partners to colleagues and support staff, associates face the unique challenge of needing to communicate effectively with a wide variety of people. At this workshop, associates will acquire practical skills that they can use to act with confidence, establish rapport, and enhance their reputation at every important interaction.

Participants will learn to:

- Express their opinions clearly and instill confidence
- Demonstrate competence and authority in any situation
- Alter their communications appropriately for different audiences

jeff bannon

Jeffrey Bannon is the president and CEO of BusinessTalk, which offers communication skills training to executives and lawyers across the country and around the world. He has assembled a team of experienced, talented instructors to provide customized programs and one-on-one coaching sessions.

Mr. Bannon has designed programs, facilitated workshops and coached attorneys at top law firms including Sullivan & Cromwell, Milbank Tweed, Freshfields, Gibson Dunn & Crutcher, Shearman & Sterling, and Blank Rome, and worked extensively with senior executives at leading financial institutions. As a featured speaker for his clients, Jeff has held programs in London, Paris, Hong Kong, Tokyo, Jakarta, and Singapore.

Jeff earned his B.A. in Economics from Dartmouth College. Before joining the world of business communication skills training, Jeff enjoyed a successful career as an actor. He performed on Broadway in "Showboat" and "Kiss of the Spider Woman", and appeared in several national television commercials.

1.5 transitional/non-transitional practice management NY CLE credits provided

george goodman

George Goodman is an attorney who has over 15 years of experience in interviewing, training and mentoring attorneys. He worked at LeBoeuf Lamb Greene & MacRae for 16 years, six of those years as a Partner. While there, he devoted a great deal of time to the hiring and development of attorneys, including performing over 200 interviews and mentoring and training dozens of young attorneys.

Following his career at LeBoeuf, he worked for a boutique real estate law firm and as a consultant to Brady & Associates Career Planners LLC, a legal industry training and outplacement firm. He specialized in evaluating and improving the interviewing skills of attorneys. He also performs volunteer work coaching individuals in the basic operation of personal computers. George graduated *magna cum laude* from Benjamin Cardozo School of Law where he was a member of the Law Review.

03.11.10

TEAMWORK MATTERS: MANAGING A LEGAL TEAM



susan manch

terri easter

To be a truly successful leader, attorneys must learn to manage both time and others effectively. Associates will learn to efficiently direct and communicate with diverse teams, delegate clearly, and give and receive feedback with results.

Participants will learn to:

- Create new working relationships and strengthen existing ones
- Motivate team members to give their best
- Delegate tasks effectively and provide constructive feedback

susan manch

Susan G. Manch is a principal in Shannon & Manch, L.L.P. For the past 20 years, her firm has addressed issues regarding recruitment and lateral acquisitions, training, professional development, mentoring, career path guidance, performance appraisal systems, and career and personal development coaching for the majority of the AMLaw 100 firms. Ms. Manch received a M.Ed. in clinical counseling from the University of Virginia.

Prior to Shannon & Manch, Ms. Manch held positions as a senior executive with SYSCO Corporation and as an Assistant Dean and other positions at Georgetown University and The Catholic University of America, Columbus School of Law. She is the author of *Recruiting Lawyers: How to Hire the Best Talent; Partner and Practice Group Acquisition*; and *Maximizing Law Firm Profitability* as well as numerous articles. She is a frequent speaker for the American Bar Association, the National Association for Law Placement, the Professional Development Consortium, and many local bar organizations.

No NY CLE credits provided for this program

terri easter

Terri has over 25 years of experience managing all facets of Human Resources including professional and organizational development. In 2007, she started her own consulting practice focused on increasing diversity in private law firms. Through her practice, she assists clients in recruiting attorneys and senior managers, strategic planning, change management and diversity-related conflict resolution. Before starting her practice, she was the Chief Operating Officer of a major Washington, DC firm. In addition to working in a legal setting, Terri has work experience in management consulting, banking and the Carter White House. Throughout her career, she has had responsibility for the development of professionals across disciplines and has been particularly successful in coaching professionals interested in transitioning their careers from one area of specialty to another.

She received graduate training at Harvard and Howard Universities and has a BS in Business Administration from Southeastern University.

04.28.10

SHARPENING NEGOTIATION SKILLS



john richardson

Negotiations – with fellow attorneys or with clients – are a daily part of legal practice. Associates will learn the social psychology of common mistakes that derail negotiations, and how to avoid them. This workshop will highlight the valued skills of a successful negotiator and will teach methods and strategies that, when applied, will make associates more effective advocates for their clients.

Participants will:

- Receive a simple checklist for organizing the moving parts of a negotiation
- Learn methods for better preparation and review
- Receive strategic advice to help them build relationships, create more value, and obtain optimal results for their clients

john richardson

John Richardson is a graduate of Harvard Law School and member of the New York Bar. He is a former Lecturer on Law at Harvard and associate of the Harvard Negotiation Project.

He is the co-author, with Howard Raiffa and David Metcalfe, of *Negotiation Analysis: the Science and Art of Collaborative Decision Making*. Private consulting clients include Ropes & Gray LLP and the FBI's Crisis Negotiation Unit. He most recently taught at MIT's Sloan School of Management.

1.5 transitional/non-transitional skills NY CLE credits provided

05.20.10

NETWORKING THAT GENERATES RESULTS



tracy lalonde

Networking is a lot more than exchanging business cards. Rather, the term includes everything from face-to-face connections with co-workers to promoting your skills and expertise on social networking sites like LinkedIn, facebook, and Twitter. This program will help attorneys take their networking skills to a higher level and establish relationships that can potentially generate business results. Attorneys will learn to create a specific game plan for managing their networking and business development activities to ensure they are getting the most efficient returns on their investments of time and energy.

Participants will learn how to:

- Work a room with ease and confidence
- Generate and maintain long-lasting relationships
- Develop a positive and effective way to communicate with others about their skills and expertise

tracy lalonde

Tracy LaLonde is a Partner with Akina and helps lawyers and executives develop sustainable skills in business development. She has worked with law firms and companies to create a competitive advantage with its human resource talent and is a known thought leader in the professional development space within the legal industry. Prior to Akina, Tracy worked in the professional development capacity at three large law firms, helping attorneys to develop their knowledge and skills. Tracy has a B.A. in Marketing and M.Ed. in Human Resource Development from the University of Illinois.

No NY CLE credits provided for this program

06.22.10

THE VIRTUOUS LAWYER'S NEW YORK ADVENTURE: ETHICS EVOLUTION



jack marshall

This interactive seminar explores the accelerating changes in legal ethics concepts and practice, changes made more challenging by New York's shift from the Code to the approach of the ABA's Model Rules. Using useful tools for ethical analysis and lively hypotheticals for audience debate, this session begins by presenting core ethical principles to apply when the Rules can't evolve fast enough, and moves on to probing new developments and dilemmas, such as:

- Ethics traps in the social networking explosion
- Conflicts the profession didn't see coming (or pretends it didn't...)
- The in-house investigation problem
- When being ethical creates an appearance of impropriety
- Borderline client fraud
- Evolving ethical limitations on attorney conduct

jack marshall

Jack Marshall is the President and founder of ProEthics, LTD, and the writer of the ethics commentary blog "Ethics Alarms" (www.ethicsalarms.com). A graduate of Harvard College and Georgetown University Law Center, he practiced criminal law in Massachusetts, organization law in D.C., and led non-profit organizations devoted to education, public policy research, and health. He is an Adjunct Professor of Legal Ethics at the Washington College of Law at American University.

He teaches legal ethics and professional responsibility at law firms, federal agencies, corporate legal departments and bar associations across the country, including award-winning musical legal ethics seminars. Marshall's articles, commentary, and analysis have appeared in *The Federal Lawyer*, *Newsday*, *Trial*, *O Magazine*, numerous state bar publications, and on NPR, and PBS's *Religion and Ethics Weekly*. With Pulitzer Prize winning historian Ed Larson, he edited and compiled *The Essential Words and Writings of Clarence Darrow*, published in 2007.

2.0 transitional/non-transitional ethics
NY CLE credits provided

REGISTER

PLEASE INDICATE WHICH WORKSHOP(S) YOU WILL BE ATTENDING

All workshops are free for NYC Members and Attorneys from Sponsoring Law Firms. See below for non-member fees.

- Keeping Your Legal Career on Track 01.21.10**
*No NY CLE credits provided for this program
\$25 for non-members*

- Getting Your Point Across: Communication Skills for the Legal Practice 02.18.10**
*1.5 transitional/non-transitional practice management
NY CLE credits provided
\$60 for non-members*

- Teamwork Matters: Managing a Legal Team 03.11.10**
*No NY CLE credits provided for this program
\$25 for non-members*

- Sharpening Negotiation Skills 04.28.10**
*1.5 transitional/non-transitional skills NY CLE credits provided
\$60 for non-members*

- Networking that Generates Results 05.20.10**
*No NY CLE credits provided for this program
\$25 for non-members*

- The Virtuous Lawyer's New York Adventure: Ethics Evolution 06.22.10**
*2.0 transitional/non-transitional ethics NY CLE credits provided
\$60 for non-members*

Name _____

Firm _____

Address _____ Floor/Suite _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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Earliest Year of Admission _____ Area(s) of Practice/Interest _____

Please Select: Member Sponsoring Firm Non-member (fees apply)

Enclosed is my check for \$ _____, payable to **New York City Bar**

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Signature _____ Date _____

To register please call (212) 382-4723, mail this registration form to the address below, attention Professional Development Series,

or register online at www.nycbar.org. This series is not part of Firm Passports.

All Workshops will be held at the **New York City Bar**, 42 West 44th Street, New York, NY 10036