

# 2009 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES THE ESSENTIALS

MANAGING YOUR CAREER

CLIENT RELATIONSHIPS

MANAGING EFFECTIVE LEGAL TEAMS

BALANCING ZEAL, SUCCESS AND ETHICS IN A LAW FIRM SETTING

THE ART OF NEGOTIATION

COMMUNICATION, PRESENTATION AND ORAL ADVOCACY SKILLS

NEW YORK  
CITY BAR

*New York Law Journal*

Special thanks to sponsoring law firms and  
the Committee on Career Advancement and Management

**BREAKFAST/REGISTRATION** 8:00 am - 8:30 am

**WORKSHOPS** 8:30 am

**NEW YORK CITY BAR** 42 West 44th Street | New York, NY 10036

**REGISTER** [www.nycbar.org](http://www.nycbar.org) | (212) 382-4723

Free for Members and Attorneys from Sponsoring Law Firms  
\$60 per workshop for Non-Members

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

## Managing Your Career

Thursday, January 15, 8:30-10:00am

Kathleen Brady and Carol Kanarek, JD

In order for attorneys to progress in their careers, they must create a personal strategy to achieve success. Attorneys must look ahead and assess their short-, mid-, and long-term professional and personal goals. This program will help attorneys establish priorities, formulate career goals, and develop an individualized and strategic action plan while exploring ways to meet professional and personal objectives.

Participants will learn to:

- Maintain their drive and ambition
- Create tangible steps and realistic goals
- Stay focused on those goals and avoid distractions



**Kathleen Brady** has over 20 years of experience delivering career development seminars and counseling the legal community on professional development and job search strategies. Kathleen started her career at the Columbia Law School Placement Office and went on to serve as Assistant Dean of Career Services at Fordham University School of Law, National Director of Staff Recruitment and Development at Jackson Lewis and Manager of Associate Professional Development at Milbank Tweed Hadley & McCloy, LLP. She is a past president of the NALP and a founding member of the NALP Foundation for Research and Education.

Kathleen has written two books (*Navigating Detours on the Road to Success* and *Jobs for Lawyers*) and numerous articles. She sits on the Editorial Board of the ABA's Law Practice Today Webzine and is a contributing author to TheCompleteLawyer.com



**Carol Kanarek** has provided career-related services to lawyers and law firms for over 20 years. She holds B.A. and M.A. degrees in Anthropology, and a J.D. from the University of Michigan Law School, where she was a legal writing instructor and taught Women and the Law to undergraduates.

Prior to establishing her consulting practice Carol was a corporate associate at Thatcher Proffitt & Wood LLP and, subsequently, the Director of Career Services at New York Law School. She served as chairperson of the Career Issues Committee of the ABA's Young Lawyers Division and conceived of and edited the first edition of *Changing Jobs: A Handbook for Lawyers*. In May 2000, Carol received an MSW from NYU; she is licensed in the state of New York. Carol has published numerous articles on legal careers, and is a frequent speaker at programs sponsored by local and national law schools, state and local bar associations and NALP.

## Client Relationships

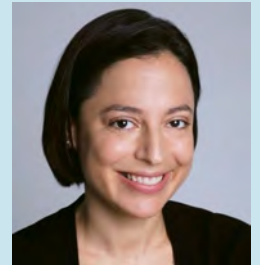
Thursday, February 12, 8:30-10:00am

Diana Hird, JD

Being a successful attorney depends not just on a superior understanding of the law, but also on building a strong relationship with clients. This is achieved by having a firm understanding of the clients' needs. This program will teach attorneys to become an invaluable resource for the client by understanding their goals, anticipating underlying concerns and communicating solutions effectively.

Participants will learn to:

- Ask the "right" questions and listen effectively
- Develop clients' trust to convey that clients' goals are in line with their own
- Generate confidence



**Diana Hird** is an executive coach with extensive training and experience as a coach-intervener and as a facilitator. She received a Juris Doctor from Fordham University School of Law and a Bachelor of Arts from Williams College.

Diana's coaching is influenced by her experiences as both a practicing lawyer and actor/playwright. She has received training in acting technique and improvisation and performed in Off-Off Broadway productions, film and television. Her play, *A Real Live Cuban* received Best Play, Best Director, and Best Actor awards at the 2007 Aery Theater Festival in Garrison, NY. Her play *Doing Business* received a Best Actor award and was a finalist at the 2008 Aery Theater Festival.

During her more than ten years practicing law, Diana has worked as a transactional lawyer and a manager with experience in complex technology development projects and intellectual property licensing, including as legal counsel for The Nielsen Company, Heineken USA Incorporated and TheStreet.com, Inc., and with experience in derivatives, structured finance, mergers & acquisitions and financings as a Corporate Associate at the New York law firms Proskauer Rose LLP and Brown & Wood (now Sidley Austin LLP).

## Managing Effective Legal Teams

Thursday, March 12, 8:30-10:00am

Jay Sullivan, JD

Attorneys will fill a variety of roles throughout their careers, even during the same assignment. While working on one project, attorneys can find themselves managing junior associates, paralegals, and administrative staff while at the same time taking direction from a senior attorney. Participants will develop the necessary skills to lead their team, including the ability to build consensus and delegate effectively.

Participants will learn to:

- Obtain feedback from senior attorneys
- Clearly communicate directions and goals so assignments are carried out efficiently and successfully
- Cultivate productive working relationships



**Jay Sullivan** is a partner at Exec|Comm and leads the firm's Law Firm Group. He works closely with the learning and development professionals at national law firms and major corporations to create customized communication skills solutions for attorneys and senior executives.

Mr. Sullivan joined Exec|Comm after nine years as a practicing attorney. He received his J.D. from Fordham University School of Law in 1989. That year, he was named among the first class of Skadden Fellows by the Skadden Foundation, acting as in-house legal counsel at Covenant House, a crisis shelter for runaway and homeless teenagers. As a member of Covenant House's Speakers Bureau, he was a frequent spokesman for the agency.

Mr. Sullivan is a freelance writer and has published both serious and humorous short essays in a variety of magazines and newspapers.

## Balancing Zeal, Success and Ethics in a Law Firm Setting

Tuesday, April 21, 8:30-10:15am

Jack Marshall, JD

Law firm practice creates fertile soil for ethical missteps. As attorneys progress into more senior roles, they often face new ethical challenges, including the everyday pressures of pleasing clients and partners, building a record of success and coping with demanding clients. This program explores the kinds of law firm practice situations that are most likely to contain ethical pitfalls for midlevel to senior associates, and provides useful tools and engaging problems to help lawyers recognize them and deal with them ethically and effectively when they occur.

Participants will learn to:

- Exercise proper professional conduct when managing others
- Communicate with clients and act professionally in difficult situations
- Identify and resolve ethical challenges effectively and in accordance with legal professional obligations



**Jack Marshall** is the President and founder of ProEthics, LTD, and the primary writer and editor of The Ethics Scoreboard ([www.ethicsscoreboard.com](http://www.ethicsscoreboard.com)). He has applied his experience in law, public policy, academia and theater, to the field of legal, business and organizational ethics. A graduate of Harvard College and Georgetown University Law Center, he practiced criminal law in Massachusetts, organization law in the District of Columbia, and led non-profit organizations devoted to education, public policy research, and health. Currently, he is an Adjunct Professor of Legal Ethics at the Washington College of Law at American University in DC.

He develops and teaches entertaining and interactive legal ethics and professional responsibility seminars at law firms, federal agencies, corporate legal departments and bar associations across the country. Marshall's articles and commentary have appeared in The Federal Lawyer, Newsday, Trial, O Magazine, and numerous state bar publications. His ethics analysis has been featured on numerous radio shows, National Public Radio, and PBS's Religion and Ethics Weekly. He has co-edited a collection of the writings and speeches of Clarence Darrow with Pulitzer Prize winning historian Ed Larson.

## The Art of Negotiation

Thursday, May 14, 8:30-10:00am

John Richardson, JD

Associates use negotiation skills every day during their legal careers. Mastery of negotiation techniques plays a significant role in determining one's level of professional success. This program will teach attorneys how to motivate team members, master persuasion techniques, and hone crucial skills for dealing with clients and colleagues.

Participants will learn to:

- Clearly communicate their point of view
- Be assertive, without being aggressive
- View the situation from all perspectives



**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. Currently he is conducting empirical research on negotiation as part of a PhD in Organization Studies from Boston College.

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.

## Communication, Presentation and Oral Advocacy Skills

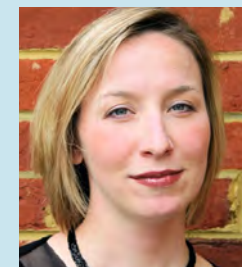
Thursday, June 11, 8:30-10:00am

Becca Diaz Bonilla, JD

Presentation skills are vital for associates, whether they are conducting a meeting, engaging with senior partners, working with clients or arguing a case. The ability to deliver information with poise and command is essential for instilling confidence and establishing oneself as a skilled attorney. At this program, attorneys will learn to enhance advocacy skills and demonstrate competence and authority to achieve desired results.

Participants will learn to:

- Create a personal appearance that conveys confidence
- Use their body language, facial expressions, and vocal tones for the most effective outcomes
- Take command of the audience and instill trust



**Becca Diaz-Bonilla** is a member of the Virginia State Bar and a professional actress and singer. From 2002 to 2004, she taught communication and advocacy at the University of Virginia School of Law, as an adjunct professor, to both potential litigators and non-litigators. Since 2003, she has consulted with practicing attorneys to improve their oral communication skills by teaching lessons from the theater applicable to the law. Becca majored in drama at the University of Virginia and received awards for her many performances in theater both at the university and professional level. After receiving her J.D. from George Mason University School of Law, she practiced litigation at Hirschler Fleischer in Richmond, Virginia. Her bi-coastal consulting work ranges from seminars held for groups of attorneys to one-on-one coaching sessions for attorneys and witnesses. Becca tailors seminars for litigators, non-litigators, partners, associates, and female attorneys, depending on the needs of the firm.

# 2009 Professional Development Workshop Series

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# 2009 Professional Development Workshop Series

## REGISTRATION

Please indicate which workshop(s)  
you will be attending:

- Managing Your Career**  
Thursday, January 15, 8:30-10:00am  
*1.5 transitional/non-transitional practice management NY CLE credits provided*
- Client Relationships**  
Thursday, February 12, 8:30-10:00am  
*1.5 transitional/non-transitional practice management NY CLE credits provided*
- Managing Effective Legal Teams**  
Thursday, March 12, 8:30-10:00am  
*1.5 transitional/non-transitional practice management NY CLE credits provided*
- Balancing Zeal, Success and Ethics in a  
Law Firm Setting**  
Tuesday, April 21, 8:30-10:15am  
*2.0 transitional/non-transitional ethics NY CLE credits provided*
- The Art of Negotiation**  
Thursday, May 14, 8:30-10:00am  
*1.5 transitional/non-transitional skills NY CLE credits provided*
- Communication, Presentation, and Oral  
Advocacy Skills**  
Thursday, June 11, 8:30-10:00am  
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Signature \_\_\_\_\_ Date \_\_\_\_\_

To register please call (212) 382-4723, mail this registration form to the address above, attention  
**Professional Development Series**, or register online at [www.nycbar.org](http://www.nycbar.org). This series is not part of Firm Passports.