

BOOT CAMP 2009

BASIC TRAINING FOR LAWYERS

Presented by the Committee on Career Advancement and Management
Transitional NY MCLE credits may be available for some sessions.

NEW YORK
CITY BAR

BASIC TRAINING FOR LAWYERS

This two-day program is being offered to provide recent law graduates and current law students with career planning information particularly relevant in a troubled economy, as well as practical and substantive insights into the practice of law. Whether seeking a job at a large or small law firm, government or public interest these sessions will provide information that will help you achieve success when you join a firm or other legal employer.

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DAY 1 - TUESDAY, OCTOBER 13

10:00 AM – 10:30 AM **Registration**

10:30 AM – 12:30 PM **Integrating Deferment/Unemployment into Long-Term Career Plans**

Successful attorneys begin planning their careers well before beginning their first job. Formulating professional and personal goals are essential. At this session, recent graduates and law students will learn how to create and implement a successful career plan and while doing so implement strategies for navigating their deferments or unemployment.

Moderator: **Lisa I. Cuevas**, Director of Attorney Programs and Resources, Weil, Gotshal & Manges LLP

Speakers: **Camille Chin-Kee-Fatt**, Director of Career Services, Brooklyn Law School; **Adam Hemlock**, Partner, Weil, Gotshal & Manges LLP; **Carol Kanarek**, Principal, Kanarek & Brady LLC; **Suzanne R. Katz**, Financial Planning Specialist, Morgan Stanley Smith Barney LLC; **Linda E. Laufer**, Firmwide Director of Attorney Development, Morgan, Lewis & Bockius LLP

12:30 PM – 1:30 PM **Break**

1:30 PM – 2:45 PM **Communication Skills All Young Associates and Students Should Learn**

As law students and recent law graduates move into the workplace, communications with partners, other attorneys, staff and clients, become increasingly significant. What was appropriate in school may no longer be acceptable in a professional environment. This session will provide tools to enhance listening and communication skills in order to better assess partners' perspectives and goals, and to increase presentation effectiveness to generate confidence, instill trust and communicate knowledge clearly.

Speaker: **Jay Sullivan**, Partner, Exec/Comm

2:45 PM – 3:00 PM **Break**

3:00 PM – 5:00 PM **Networking – Establishing Strategic Alliances**

Networking is about establishing and cultivating relationships. Though daunting to many law students and recent graduates, anyone can learn to network, and to do so effectively, to develop a wide variety of professional contacts within the legal and business communities. This session will discuss the art of networking and how to meet potential employers and clients that will enable you to build and cultivate your own professional career support network. Speakers will provide tips on all aspects of personal marketing including: how to present oneself in a professional environment, how to follow-up on an initial contact, how to sustain meaningful contact, how to uncover potential career opportunities, and how to transform information into opportunity.

Speakers: **Tracy LaLonde**, Partner, Akina; **Mark Parise**, Senior Associate, Kramer Levin Naftalis & Frankel

Students and Alumni from sponsoring law schools can attend the Boot Camp free of charge. The fee for City Bar members is \$50. The non-member fee for current students and law school graduates (classes of 2007-2009) is \$75 and \$110 respectively (and includes one year of membership). For all other non-members the fee is \$110. Transitional NY MCLE credits may be available for some sessions. Register at www.nycbar.org/EventsCalendar/index.php

DAY 2 - WEDNESDAY, OCTOBER 14

1:00 PM – 1:30 PM **Registration**

1:30 PM – 3:45 PM **The Anatomy of Litigations and Transactions**

Law school teaches you how to think like a lawyer; now learn some of the fundamental skills entailed in every day litigation and corporate practices and what you can expect your role as a junior associate would be in each. In the litigation presentation of this program, you will learn about the logistics of running a case from the filing of the complaint through the discovery process, pre-trial motions and post-trial briefs. Similarly, in the transaction presentation, you will learn about the negotiation of the key terms of a transaction and the drafting process throughout, from a term sheet or letter of intent to the definitive transaction and ancillary documents. This program is an excellent segue from law school to Day One of your legal practice.

Litigation Speaker: **Steven Kobre**, Partner, Kobre & Kim LLP

Transactional Speaker: **Charles Fox**, Fox Professional Development LLC

3:45 PM – 4:00 PM **Break**

4:00 PM – 5:30 PM **Understanding a Law Firm as a Business and Your Role as an Associate**

How has the law firm as a business been changed by the new economic landscape? And what is your role in that business as an associate? In this program you will learn about a law firm's business structure, firm economics and legal business fundamentals and how you, as an associate, affect the law firm as a business. And applying this knowledge will help you perform as a business-minded (and profitable!) associate and ultimately, better serve your own legal career.

Speaker: **Rick Trilling**, Professor, Boston University School of Law; Partner, Lemelman & Trilling

5:30 PM – 5:45 PM **Break**

5:45 PM – 7:15 PM **Adding Value: How to Stand Out and Hit the Ground Running**

As legal employers get leaner and meaner and job security is no longer a guarantee, it is more important now than ever to hone the skills and develop the knowledge needed to stand out as a junior attorney at your job. Professional development directors and partners from leading firms will provide information on how to become an indispensable part of your legal team or practice group, with a focus on work habits and time management, professionalism and the development of a specialty or expertise. You will learn how to become a "go-to" attorney, thereby increasing the security of your position and enhancing your professional success and satisfaction.

Moderator: **Ian Nelson**, Vice President, Practical Law Company

Speakers: **Michael S. Hong**, Senior Associate, Paul Weiss, Rifkind, Wharton & Garrison LLP; **Susan Kohlmann**, Partner, Jenner & Block; **Joanne Ollman**, Chief Professional Resources Officer, Proskauer Rose LLP; **June Witterschein**, Professional Development Director, New York City Law Department

7:15 PM – 8:15 PM **Networking Reception**

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