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BOOT CAMP 2012

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COMMITTEE ON CAREER ADVANCEMENT AND MANAGEMENT
AND
COMMITTEE ON LAW STUDENT PERSPECTIVES

This two-day program provides recent law graduates and current law students with career planning information as well as practical and substantive insights into the practice of law. Whether you are seeking a job at a large or small firm, government or public interest organization, or hanging your own shingle, these sessions will provide information that will help you to achieve success in your new role.

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New York Law Journal

AGENDA

TUESDAY, OCTOBER 2, 2012

8:00 am - 8:30 am **Registration**

8:30 am - 9:30 am **Effective Communication Skills for New Attorneys and Law Students**

Whether you are seeking entry into the workplace or have recently accepted your first position, your communication with partners, other attorneys, staff and clients becomes crucial to your success. In this session, you will gain tools to communicate your knowledge clearly, increase your overall appearance of confidence, and instill trust in others whether going on a job interview or working with a partner or colleague. Through enhanced listening and communication skills you can learn how to adapt your communication style to various situations, convey your intended message, and interpret messages accurately so you can reach your goals.

Presenter: **Jay Sullivan**, Managing Partner, Exec|Comm, LLC

9:40 am - 11:20 am **Networking As Part of An Effective Job Search**

Every junior attorney must know how to integrate both online and in-person networking into his or her job search strategies and career development efforts. Regardless of whether you are an introvert or an extrovert, you need to make professional networking a priority to be successful. This panel will focus on basic networking techniques that will help you leverage the skills, experience and contacts you already have to find a job and to develop your career.

Presenters: **Gil Alison**, Managing Director, Preferred Transition Resources; **Bruce Blackwell**, Managing Partner, Career Strategies Group; **Kelly Hoey**, Founder & Managing Director, Women Innovate Mobile (WIM)

11:30 am - 1:00 pm **Litigation: Beginning to End**

You have already learned about the anatomy of a lawsuit in school, but what can you expect your role to be in handling a litigation matter as a junior associate? In this program, experienced litigation practitioners with large and small firm perspectives will review the logistics of running a case from the filing of the complaint through the discovery process, pre-trial motions and post-trial briefs. This program will provide information to help you have a seamless transition from law school to day one of a litigation practice.

Presenters: **Dana Post**, Freshfields Bruckhaus Deringer US LLP; **Richard Roth**, The Roth Law Firm PLLC

AGENDA

THURSDAY, OCTOBER 4, 2012

8:00 am - 8:30 am

Registration

8:30 am - 9:40 am

Corporate Practice: Three Things You Didn't Learn in Law School

In this session you will learn how three aspects of entity law – technical aspects of which you may have learned in law school – have important and far-reaching impact on how transactions are structured and executed. The topics covered will include how entities make decisions, how and why lawyers analyze credit risk differently than their clients do, and some of the fundamental differences between debt and equity.

Presenter: **Charles Fox**, Founder and President, Fox Professional Development LLC

9:50 am - 10:50 am

Putting Your Best Foot Forward: Drafting Effective Resumes and Cover Letters

Prospective employers in a tight job market must review countless resumes for a single open position. Yours must be well drafted, flawless and highly effective to catch their attention. This panel discussion will highlight resume and cover letter strategies aimed at emphasizing your skills and experience as powerfully as possible.

Presenters: **Beth Anisman**, Founder, B & Co; **Cynthia Leeds Friedlander**, CLF Consulting Services; **Margarett Williams**, Assistant Dean of Career Services, Touro Law Center

11:00 am - 11:50 pm

Professionalism in the Job Search and Beyond: Mastering Critical Skills

How you present yourself and interact with others can play a significant role in your career success. This program will help you assess yourself and insure that you are putting your best foot forward. You will learn how to manage the job search and interview process with grace, and transition into your first job with the confidence to handle yourself professionally in any situation.

Presenters: **Diane Costigan**, President & CEO, The Shannon Group, LLC; **Donna Gerson**, Lawyer and Author, *The Modern Rules of Business Etiquette* (ABA, 2008)

Noon - 1:00 pm

Legal Writing Jumpstart

This program will provide you with a step-by-step process for tackling every new legal writing assignment, to get you thinking five steps ahead in a case, and help you become an indispensable part of any legal team.

Your assignment checklist will include: (1) identifying internal/external deadlines; (2) understanding the desired end product; (3) knowing the intended audience; (4) envisioning the ideal result for your client; (5) understanding where the individual assignment fits into the "big picture" of the case; (6) ascertaining how your work product will be used by others; (7) identifying the governing jurisdiction and applicable law; (8) applying the pertinent procedural rules; (9) fact-gathering; (10) legal research strategizing; (11) synthesizing and outlining; (12) drafting and editing.

Presenter: **Heidi K. Brown**, Associate Professor of Law, New York Law School

REGISTRATION

Please register at www.nycbar.org/bootcamp2012 or fill the form below and mail to New York City Bar, 42 West 44th Street, New York, NY 10036, Attn: Marketing Department, or fax to 212.382.6760, or email to membershipservices@nycbar.org

- City Bar Members (\$29)
- Non-Members (\$89)*
- Free to students and alumni of sponsoring law schools

* Special Offer - the non-member registration fee includes a 1-year New York City Bar Membership.
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YEAR OF LAW SCHOOL GRADUATION (Actual or Anticipated)

EARLIEST YEAR OF ADMISSION STATE COUNTRY

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Please note: CLE credits are not available for these programs.