

NEW YORK
CITY BAR

New York Law Journal

CITY BAR CENTER FOR CLE

2016 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

8:30 AM - 10:15 AM | NEW YORK CITY BAR
42 WEST 44TH STREET | NEW YORK, NY

NYC BAR MEMBERS AND ATTORNEYS FROM SPONSORING LAW FIRMS: **FREE**
NON-MEMBERS: **\$60** PER PROGRAM

REGISTRATION: WWW.NYCBAR.ORG/PDW | 212.382.6663

**Done! Time Management
Strategies for Regaining
Command of Your Day**

WEDNESDAY
JANUARY
20

**Building Your Personal
Brand & Business
Reputation: How to
Distinguish Yourself
and Be Remembered**

TUESDAY
FEBRUARY
23

**Leading and Managing
Colleagues: Effective
Delegation and
Supervision**

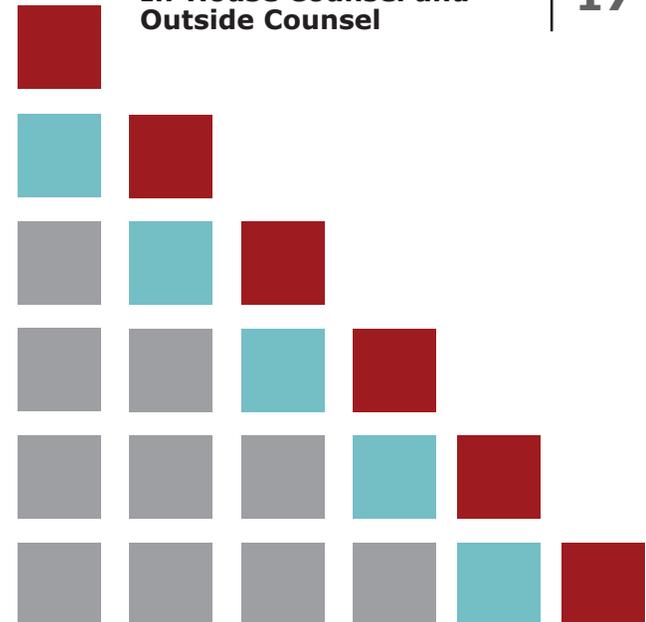
WEDNESDAY
MARCH
23

**The Explicit Impact of
Implicit Bias: Unpacking
and Interrupting Implicit
Bias to Create More
Diverse & Inclusive
Workplaces**

FRIDAY
APRIL
22

**Building Successful
Relationships with Clients,
In-House Counsel and
Outside Counsel**

TUESDAY
MAY
17



PROFESSIONAL
DEVELOPMENT
WORKSHOP
SERIES

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Done! Time Management Strategies for Regaining Command of Your Day

WEDNESDAY
JANUARY
20



NY CLE Credit: 2.0 Law Practice Management

Speaker:

Paul H. Burton, J.D., QuietSpacing, LLC

In this age of hyper-connectedness, the world seems to spin faster and faster. No matter how hard or long we work, we often finish the day right where we started. It feels like we're treading water!

That's about to change.

This seminar delivers a host of best practices for staying focused, getting more done, and enjoying greater personal and professional satisfaction. The straightforward suggestions made in this program put you back in charge of your work and success. Using any or all of these principles, attendees can gain six plus minutes of productivity a day which adds up to twenty-four hours of additional productivity a year. That's three days of work off your desk!

By attending this seminar, you will learn to:

- Make a direct connection between productivity and its relationship to success.
- Receive two dozen suggestions for increasing productivity and command over work and life.
- Become motivated to achieve greater career and personal success.

Paul H. Burton is a former corporate finance attorney who helps people regain command of their day. As a nationally recognized time management expert, he regularly speaks to professional audiences about getting more done and enjoying greater personal and professional satisfaction. Paul is the author of five books on individual and leadership productivity. You can learn more about Paul and his practice at www.quietspacing.com.

Building Your Personal Brand & Business Reputation: How to Distinguish Yourself and Be Remembered

TUESDAY
FEBRUARY
23



CLE Credit will not be provided.

Speaker:

Anne E. Collier, MPP, JD, PCC, Founder, Arudia

Everybody says you have to build a personal brand and reputation to grow your law practice. But how do you distinguish yourself and be remembered when everyone else has the same goals? And, you're busy and not only want to network "the right way," but also get results for your efforts.

In this workshop you will learn:

- The "Five Steps to Create Your Brand" and begin to create a brand that authentically reflects who you are and your value
- How to translate your brand into talking points so that you're as prepared and confident when it comes to talking about yourself and your services as you are about legal issues in a client meeting
- To generate confidence and a powerful mindset as needed
- Icebreakers, topics, and gracious entrances and exits to your networking practice
- How to answer "What's new?" so as to engage rather than bore (or worse yet, squander an opportunity with the ubiquitous "I'm busy...")
- To set yourself up for powerful follow-up that is appreciated, not annoying, so that you are building meaningful relationships

Anne E. Collier, *Founder, Arudia*, is a catalyst for lawyers and executives stepping into power. Like you, she's an entrepreneur and is committed to empowering others to create a fulfilling and successful professional and personal life. She gives her clients a competitive edge that gets them to their goals quicker and with more ease. Her decade of law practice and followed by over a decade of experience serving corporate, nonprofit, lawyer/law-firm clients, give her a unique perspective that both enables her to learn and draw from the best practices in a range of fields to creatively and practically help clients succeed. Anne's work leverages the use of proven assessment tools, includes leadership and team development, personal branding and refining executive presence, and business-development, executive, career, and business coaching.

Leading and Managing Colleagues: Effective Delegation and Supervision

WEDNESDAY
MARCH
23



NY CLE Credit: 2.0 Law Practice Management

Speaker:

Steve Armstrong, Principal, Firm Leader, Inc. and
Amy Wollensack, Kirkland & Ellis LLP

Managing the work of others requires skills very different from the skills that enable you to do your own work successfully. Drawing on intensive interviews with more than 75 lawyers in major firms whom associates identified as first-rate managers and leaders, this workshop will provide specific advice about managing other lawyers (and legal assistants) in fast-paced, high-stakes practices. The goals: enabling those you manage to do their best work, allowing you to focus on the tasks you should be doing rather than the ones others could do for you, and building a reputation as a manager with whom others want to work.

Steve Armstrong is an educator who led professional-development and talent-management programs at major law firms for more than 20 years. In recent years, he has focused on designing and teaching managerial and leadership programs for partners and associates and on consulting with law firms about talent-management issues. Steve is a principal of Firm Leader Inc., which provides customized development programs for law-firm leaders and future leaders, and the principal of Armstrong Talent Development. He also teaches legal writing for judges, law firms and continuing legal education organizations in the U.S. and Canada.

Amy Wollensack is a corporate partner in the New York office of Kirkland & Ellis, representing private equity and other corporate clients in a wide range of complex transactions. In addition to her client work, Amy has been actively involved in the firm's diversity initiatives, serving on its Diversity and Inclusion Committee and Women's Leadership Initiative Planning Committee. Outside of the firm, among other activities Amy has mentored law students through the Leadership Council on Legal Diversity. She recently received *The Network Journal's* "40 Under Forty" Award for her professional achievements and her contribution to the community.

The Explicit Impact of Implicit Bias: Unpacking and Interrupting Implicit Bias to Create More Diverse & Inclusive Workplaces

FRIDAY
APRIL
22



NY CLE Credit: 2.0 Law Practice Management

Speaker:

Dr. Arin N. Reeves, J.D., Ph.D., President, Nextions LLC

Although there has been much dialogue on implicit and unconscious bias, unpacking this concept to understand the myriad of "mental shortcuts" that we take that impact how we work with and value others is critical to the diversity and inclusion journey of any organization. This presentation will cover many of the specific implicit biases that affect the ways in which we learn, work and lead, and how we can break our biases to achieve our highest potential, as individuals and organizations. This presentation will address how we can become more aware of our own assumptions, behaviors and impact, especially when we are interacting with people who we (consciously and unconsciously) see as different from us. In a rapidly changing global marketplace where our differences can be a source of conflict or strength, understanding and negotiating our implicit cognitive biases can be an individual as well as an organizational competitive advantage.

Dr. Arin N. Reeves is a leading researcher, author and advisor in the fields of leadership and inclusion. Arin studied business at DePaul University's College of Commerce, attended law school at University of Southern California and received her Ph.D. in Sociology from Northwestern University. Arin is a best-selling author of two books – *The Next IQ* and *One Size Never Fits All* – and she is the President of the research and advisory firm, Nextions (pronounced "connections" without the "co"), a new way of seeing and doing leadership and inclusion. Arin has designed and led several comprehensive research projects on leadership and inclusion in topics ranging from gender equity, cultural integration and implicit bias to transformational leadership and working through generational differences. Before Nextions (formerly The Athens Group), Arin practiced law for several years and also served as an Adjunct Professor at Northwestern University where she taught classes on law and society. Arin's book, *The Next IQ: The Next Generation of Intelligence for 21st Century Leaders*, was a publisher best-seller upon its release in January, 2012, and her latest book *One Size Never Fits All: Business Development Strategies Tailored for Women (And Most Men)* was released in August 2014.

Building Successful Relationships with Clients, In-House Counsel and Outside Counsel

TUESDAY
MAY
17



NY CLE Credit: 2.0 Law Practice Management

Moderator:

Tracy LaLonde, Managing Director, Akina

Panelists:

Penny P. Domow

Assistant General Counsel, JPMorgan Chase & Co.

Prashanth Jayachandran

Chief Human Resources & Benefits Counsel, Colgate-Palmolive Company

Ann Rapple

Operations Counsel, Global Legal, Chubb Group of Insurance Companies

Tracey Salmon-Smith

Principal, Bressler, Amery & Ross, P.C.

In-house and outside counsel are an inextricable team who share a client, ethical obligations and an interest in an excellent result. Given these mutual interests, what is the best way to build a successful in-house and outside counsel relationship? Moderator Tracy LaLonde will guide a panel of in-house and outside lawyers in addressing the issue of how to build optimal working relationships with one another, including best practices for managing budgets, meeting business expectations and assisting one another with the professional development of team members.

Tracy LaLonde is a Managing Director with Akina and helps lawyers and law firms develop business. With a background in professional development, adult learning and marketing, she helps lawyers to become business partners with their clients. With an emphasis on clients' needs, issues and opportunities, she has helped several hundred lawyers generate millions in business through Akina's coaching and training offerings. Prior to joining Akina, Tracy worked in professional development in three law firms, and before entering the legal industry in 2000, she helped computer programmers become consultants in the high-tech industry serving as a skilled training facilitator.

WE INVITE YOU TO JOIN 24,000 of your colleagues who are in private practice, public service, the judiciary, government, academia, in-house and law school, and who all share membership in this extraordinary organization.

The New York City Bar Association offers a multitude of opportunities to accomplish your professional goals and fulfill your personal interests.

Our committees, the backbone of Association activity and advocacy, frame public debate on pressing legal issues of the day, help you expand your professional network and gain leadership skills.

We also offer a variety of ways to further your career: the Professional Development Workshop Series, discounted CLE programs, reference materials and free access to online databases in the nation's largest private law library, as well as free, remote, online access to Casemaker, the Small Law Firm Center (including free conference and work space), Lawyers Connect networking events, the Lawyer Assistance Program to help with workplace and personal issues, Legal Referral Service panel membership, Ethics Hotline and member discounts on a wide variety of products and services.

Through the City Bar Justice Center, you can volunteer for pro bono projects that help New York's most underserved individuals.

Since 1870, the New York City Bar Association has served the legal profession and the community. Join us as we continue to dedicate our commitment to the profession, civic duty and the individual needs of our members.

Join today using promo code PDWB16 and we will waive your one-time admission fee equal to an entire year's dues. You'll only have to make one semi-annual payment to start taking advantage of everything the City Bar has to offer, including free admission to the Professional Development Series.

For questions, more information, or to join visit www.nycbar.org or contact the Customer Service Department at 212.382.6665 or membershipservices@nycbar.org.

PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

REGISTRATION

Please indicate which workshop(s) you will be attending

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- Breakfast and registration begin at 8:00 AM.
- All workshops are from 8:30 AM - 10:15 AM.
- All Workshops will be held at the **New York City Bar**, 42 West 44th Street, New York, NY 10036
- All workshops are free to City Bar members and attorneys from sponsoring law firms; \$60 for non-members.
- To register please call (212) 382-6663, or mail this registration form to the address below, attention City Bar Center for CLE, or register online at www.nycbar.org/pdw.

Name _____

Firm _____

Address _____ Floor/Suite _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

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

Join today using promocode PDWB16 and we will waive your one-time admission fee equal to an entire year's dues. You'll only have to make one semi-annual payment to start taking advantage of everything the City Bar has to offer.
Join now at <http://www.nycbar.org/joinPDW>