

2017 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

TIME

8:30 AM - 10:15 AM

LOCATION

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

FEE

NYC Bar members and attorneys
from sponsoring law firms: **FREE**
Non-members: \$60 per program

REGISTRATION

www.nycbar.org/pdw
212.382.6663

**Managing Others: Honing the Legal
Skills of Your Team**

JANUARY 18

**Active Career Management: Getting
from Here to Where You Want to Be**

FEBRUARY 23

**Becoming an Editor: Strategies for
Strengthening Legal Writing and
Legal Writers**

MARCH 23

**Leverage Your Lawyer Style:
Using Adaption-Innovation Theory
to Effectively Manage and Lead**

APRIL 25

**When Things Go Wrong, Don't Go
With Them: What to Do If the
Grievance Committee Comes Calling**

MAY 16

NEW YORK
CITY BAR

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New York Law Journal



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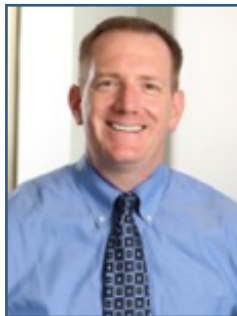
Wednesday, January 18 8:30 am - 10:15 am

Managing Others: Honing the Skills of Your Team

Speaker: **JAY SULLIVAN**

Managing Partner, ExecComm, LLC

NY CLE Credit: 1.0 Law Practice Management & 1.0 Skills



Today's most effective lawyers know how to inspire their teams, develop the skills of their junior colleagues, and therefore better serve their clients' legal needs. This program will prepare experienced lawyers to successfully manage associates, paralegals and administrative staff, offer guidance and create stronger working relationships. Lawyers who complete this program learn to: employ focused listening skills; delegate work clearly and effectively; deliver constructive feedback and performance reviews; and, flex toward the communication style of the person to whom they are speaking. Using real-life scenarios, participants will engage in role-plays and work on their leadership skills, and will acquire skills through instructor-led briefings and group exercises. This program is recommended for all senior associates who lead and manage others, but anyone responsible for delivering feedback to others will benefit from this session.

JAY SULLIVAN is the Managing Partner at Exec-Comm and leads the firm's Law Firm Group. Whether working with groups or in one-on-one coaching arrangements Jay helps professionals have greater impact by teaching them to focus on the needs of their audiences. Jay works closely with the learning and development professionals at many global law firms and financial services firms to customize communication skills solutions for senior professionals. Jay 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, Jay was named among the first class of Skadden Fellows by the Skadden Foundation. As a Skadden Fellow, Jay acted as in-house legal counsel at Covenant House, a crisis shelter for runaway and homeless teenagers. Following his Fellowship, Jay spent seven years practicing insurance law on behalf of Lloyds of London. After graduating from Boston College in 1984 with a B.A. in English, Jay spent two years in the BC International Volunteer Program teaching English language and composition. His book about that experience, *Raising Gentle Men: Lives at the Orphanage Edge*, was published by Apprentice House Publishing in 2013 and was named the 2014 Best Book by a Small Publisher by the Catholic Press Association.

Thursday, February 23 8:30 am - 10:15 am

Active Career Management: Getting from Here to Where You Want to Be

Speaker: **LANE WINTER VANDERSLICE**

Partner, SJL Shannon, LLC

No CLE credit provided



The practice of law is intense. Against the rapidly changing legal landscape, the path to finding success and satisfaction can seem unclear and, at times, overwhelming. Make the most of 2017 by participating in this guided and interactive career planning workshop, led by a former large-firm partner who has helped hundreds of lawyers achieve career success and satisfaction. Together, you will reflect on your current role; take inventory of your skills, interests and reputation; develop meaningful objectives; and identify concrete action items to achieve them.

In this program, you will:

- Explore your current career motivations;
- Identify the critical skills needed to succeed at your level (from mid-level associate to new partner and beyond);
- Identify experiences and relationships to develop in the coming year;
- Recognize current impediments to obtaining desired skills, experiences and relationships; and,
- Develop a roadmap to further your career goals.

LANE WINTER VANDERSLICE provides coaching, career counseling and career transition support to partners, associates and professional development specialists. He has trained lawyers at global, national and regional firms on topics including leadership, team management, career management and mentoring. In addition, Lane provides strategic advice to law firm leaders on issues talent management, assessment, and diversity. Prior to joining SJL Shannon, Lane was the Special Assistant to the Chairman of Mayer Brown, a role he assumed after serving as the firm's fulltime Partner for Associate Development and Recruiting for seven years. Previously, Lane was a practicing real estate lawyer at the firm. At Mayer Brown, Lane created the first in-house coaching/career counseling program at a U.S. law firm. In addition, Lane served as Director of the Mentorship Academy for the Chicago Committee for Minorities in Large Law Firms. Lane graduated from Columbia University School of Law. After Law School, Lane clerked for Judge Walter J. Cummings of the Seventh Circuit Court of Appeals.

Thursday, March 23 8:30 am - 10:15 am

Becoming an Editor: Strategies for Strengthening Legal Writing and Legal Writers

Speaker: **DIANNE ROSKY**

Founder & Principal, Rosky Legal Education LLC

NY CLE Credit: 2.0 Skills



As the saying goes, there's no such thing as good writing, only good rewriting. Learning to edit your own work effectively is critical to your success as a lawyer; learning to edit others' work effectively is critical to your success as a supervisor and manager of junior attorneys. In this program, you will learn key strategies for getting the most out of the time you spend editing your own legal writing, and the legal writing of colleagues. By reviewing examples taken from legal documents, we will identify practical strategies for editing your own work efficiently, and for using the editing process to teach junior colleagues to eliminate their most frequent writing mistakes.

We will cover strategies for becoming a better editor, including:

- Developing a shared understanding of core writing strategies;
- Identifying key areas of a writer's weakness; and,
- Providing constructive, improvement-oriented critique

DIANNE ROSKY is a Harvard Law School graduate, former large-firm litigator, and a consultant to leading law firms and corporations. Dianne and her associates have led hundreds of group and individual training sessions at major law firms in the United States, Europe and Asia, including 10 of the top 25 firms in American Lawyer's Am Law 100. Dianne brings a warm, accessible approach to her teaching. She is passionate about teaching lawyers to express themselves clearly and confidently. Before founding Rosky Legal Education in 2003, Dianne taught legal writing and other lawyering skills in the Lawyering Program at New York University School of Law. Dianne is now an Adjunct Professor at NYU School of Law, where she teaches Legal English and U.S. Law to international LL.M. students. Dianne has practiced commercial litigation at two leading New York firms: Sullivan & Cromwell and Paul, Weiss, Rifkind, Wharton & Garrison. At Sullivan & Cromwell, she was selected as the firm's Pro Bono Fellow to litigate prisoners' federal civil rights actions. Dianne is a *magna cum laude* graduate of Harvard Law School, where she was an Editor of the *Harvard Law Review*. She served as a law clerk to the Honorable Robert W. Sweet of the Southern District of New York.

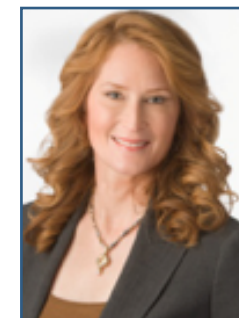
Tuesday, April 25 8:30 am - 10:15 am

Leverage Your Lawyer Style: Using Adaption-Innovation Theory to Effectively Manage and Lead

Speaker: **ANNE E. COLLIER, MPP, JD, PCC**

Founder, Arudia

NY CLE Credit: 2.0 Law Practice Management



Law firms present unique leadership and management challenges for everyone involved. Unlike other organizations, in which hierarchy, process, and culture clearly define who leads and how, law firms are driven by a distinctive combination of client service, entrepreneurship, and intellectual pride. By attending this course, you will learn how to recognize others' needs to be managed consistent with their own lawyer-styles and how to follow through effectively. During this course, you will:

- Define your lawyering style and learn its implication for leadership across the adaptation-innovation spectrum;
- Learn how to recognize others' style so you can learn how to manage them, in order to get what you want, when you want it;
- Gain insight into how to be a coach-lawyer leader rather than a command-and-control style leader; and,
- Learn how to manage other lawyers so that management becomes a time saver rather than a time suck.

ANNE 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 by giving her clients a competitive edge that gets them to their goals quicker and with more ease. Her decade of law practice and current corporate, nonprofit, lawyer/law firm mix of 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. She is a management and leadership expert, wrote *The Workplace Toolkit – Actionable Approaches to People Problems* and online courses covering *Win-Win Conversations* and *Coaching Skills*.

Tuesday, May 16 8:30 am - 10:15 am

When Things Go Wrong, Don't Go With Them: What to Do If the Grievance Committee Comes Calling

Panel Chair: **DEVIKA KEWALRAMANI**
Moses & Singer LLP

NY CLE Credit: 2.0 Ethics

Panelists: **KEVIN P. FEERICK**, The Feerick Law Office; **JEREMY S. GARBER**, Special Trial Counsel, Departmental Disciplinary Committee, Supreme Court, Appellate Division, First Judicial Department; **KAYLIN L. WHITTINGHAM**, Whittingham Law

Spotting and tackling ethics issues before they become ethics violations is what lawyers are required to do. Did you know that it is not uncommon for junior and senior lawyers at both large and small firms to face disciplinary investigations? But not every disciplinary investigation necessarily results in discipline, and the process can be manageable. Panelists with diverse perspectives will share cautionary tales and practical insights on how to avoid a bad situation from turning (much) worse. The panel will also address what you need to know about the new rules governing the New York attorney disciplinary process, which took effect in October 2016.

DEVIKA KEWALRAMANI is a partner and co-chair of Moses & Singer's Legal Ethics & Law Firm Practice which advises law firms, lawyers and legal departments on ethical and legal aspects of law practice. She also currently serves as the firm's general counsel. Devika represents law firms and attorneys in ethics, discipline, licensing and admissions matters, including escrow issues, conflicts of interest, structuring arrangements with non-lawyers, multijurisdictional practice, disqualification, lateral transition, law firm mergers and break-ups, partner disputes, ethics in alternate dispute resolution, reporting/disclosure issues, attorney advertising, law firm cyber security issues, social media use and fee disputes. She conducts ethics audits for law firms. A frequent lecturer, panelist and author on legal ethics, Devika speaks to law firms, corporate legal departments, bar associations and other professional organizations on a variety of legal ethics matters. Devika is a faculty member of the Practising Law Institute and of Lawline.com. Devika is Chair of the Committee on Professional Discipline of the New York City Bar Association. In 2014 - 2016, Devika achieved Super Lawyer status in the Metro Edition of New York Super Lawyers®. She was appointed a member of the New York Commission on Statewide Attorney Discipline in 2015 and served as a co-chair of its Subcommittee on Transparency and Access.



Not a member? 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 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: discounted and free 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, resources to run & grow your practice from the Small Law Firm Center, Legal Referral Service panel membership, Ethics Hotline and member discounts on a wide variety of products and services and more.

Join today using promo code PDWB17 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 Workshop Series.

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

2017 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

REGISTRATION

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

- ☐ Wednesday, January 18, 2017 | 8:30 am - 10:15 am
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Becoming an Editor: Strategies for Strengthening Legal Writing and Legal Writers
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Leverage Your Lawyer Style: Using Adaption-Innovation Theory to Effectively Manage and Lead
- ☐ Tuesday, May 16, 2017 | 8:30 am - 10:15 am
When Things Go Wrong, Don't Go With Them: What to Do If the Grievance Committee Comes Calling

New York City Bar Members & Attorneys from Sponsoring Law Firms: Free
Non-Members: \$60

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**

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 _____

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Join today using promocode PDWB17 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.

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