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MEMORANDUM

TO: Amy Hancock
Board Liaison, Lawyer Professional Development Section

FROM: Kay Nash
Lawyer Professional Development Section Chair

DATE: July 3, 2008

RE: Lawyer Professional Development Section Status Report 1

This memo summarizes the activities of the Lawyer Professional Development Section for the period April through June 2008.

RFP submissions for the Annual Education Conference

The Lawyer Professional Development Section put forth 11 RFPs for consideration by the Annual Conference Planning Committee. A detailed list of topics and speakers are outlined below. RFPs were coordinated by various members of the section including Michele Bendekovic, Dyana Barninger, Marian Lee and Kay Nash.

RFP Topic	Speaker
How to Use Summer Associate Retreats to Effectively Showcase Your PD Department	Emily Leeson
Can It Be Done? Creating a Great Place for Women Attorneys	Ida Abbott and Patricia Gillette
Leadership From Every Angle: Identifying and Developing Leaders	Sue Manch
The Effects of Career Coaching on Women's Initiatives, Talent Retention and Practice Sustainability	Elena Kaspi and Kelly Hoey
Training the Untrainable: How to Turn Attorneys into Engaging Presenters in One Easy Lesson	Valerie Fitch
The Mess Called MCLE: Tips and Best	Roger Curlin and Margaret Halewski

Practices for Managing CLE Rules and Regulations at Your Firm	
The Mystery of Upward Evaluations and 360 Reviews	Tim Leishman and Diane Costigan
We Are In This Together: Beginning a Collaborative Legal Employer and Law School Professional Development Dialogue	David Diamond and Kay Nash
Write Like a Leader: Hone Your Written Communications To Enhance Credibility And Increase Program Effectiveness	Deborah Gaines
The Role of Professional Development and Outplacement Counselors in a Downturn	Carol Kanarek, Patricia Ellis and Dyana Barninger
The Role of Professional Development in Law Firm Risk Management	Marian Lee

Bulletin Articles

The section submitted several Bulletin article ideas and proposed authors for the 2008-2009 NALP year. A list of authors and topics are below:

- Kris Butler, *Career Development Best Practices* -- August 2008 issue
- Anamaria Melhado, *Pro Bono as a Training Tool* -- September 2008
- Jennifer Bentzen/Kay Nash, *Professional Development on the Road to Partnership* -- November 2008 issue
- David Diamond/Kay Nash, *We Are In This Together: Beginning a Law School and Law Firm Professional Development Dialogue* -- February 2009 issue
- Cindy Lindsley/Michele Bendekovic, *Big Transitions: Moving Offices, What to Keep in Mind* -- April 2009 issue

Work Groups

I am pleased to report that our work groups have been busy with various initiatives. A summary is provided below.

Survey of Law Career Professionals Work Group

Chair: Kelly Mixon, Fish & Richardson. Other work group members: Liz Tingey, Jenn Bentzen, Kristin Blank, Kristen Jordan, Brook Dormaier. The work group has met several times via conference call and discussed potential changes and further inclusion of professional development information in the biennial survey. Originally, the calendar for this project included delivery of edits by the end of August, release of the survey in

November and publishing of results in early 2009. The work group expressed concern to NALP that the original survey release date of January/February 2009 would not be effective because most members need salary data for year-end review and salary adjustment purposes. NALP agreed to adjust the timing of the survey so that the final product would be delivered by December 1. The work group will submit final edits and recommendations to NALP by mid-July and the survey will be released for completion in August.

Amy Hancock and Kelly Mixon have sought the input of the Professional Development Consortium board on the survey to accomplish the following: 1) to raise awareness of the survey and publicize their ability to participate in the survey (provided they work for a NALP member organization) and 2) ask for any suggested edits to the survey. The PDC board has provided edits and will hopefully encourage participation by its membership. Kelly Mixon has reached out to Judy Collins at NALP to clarify various questions from the work group. The group is scheduled to have their next meeting via conference call on Monday, July 7th at 4:00 pm.

Lawyer/Law Student Professional Development Collaboration

Chair: David Diamond, Northwestern University School of Law. Other work group members: Kay Nash, Angelique Magliulo-Hager, Dee Driscoll. A survey will be developed to solicit information on law firm and law school professional development efforts and programs. The group submitted an RFP for an annual conference program which will discuss the findings of the survey and how both groups can learn from each other and begin a dialogue. David Diamond and I held a conference call with Judy Collins, Karen Britton and Marilyn Drees (from the Research Advisory Committee) to discuss the creation of a survey tool for law school and law firm professional development administrators to report on their professional development expectations and programming. We received the approval to move forward with a survey and will now begin to develop the actual survey content. We hope to release the survey in the Fall so that results can be compiled for a preliminary discussion of the topic in a *Bulletin* article.

Lawyer Professional Development Department Models

Chair: Liz Tingey. Other work group members: Jennifer Aleman, Dyana Pinkerton Barninger, Colleen O'Hara. This group will focus on professional development department staffing best practices. As professional development departments continue to evolve, there are various thoughts regarding how the PD function is staffed. Liz Tingey and I have met to discuss overall strategy for the work group. Rather than create a large scale survey to produce content, the current thinking is to have work group members identify various firms who will supply information on their own staffing models. We will publish the information (without attributing firm names) and provide some basic job responsibilities for the various members of the team. We anticipate having examples ranging from firms of 1000+ lawyers with stand-alone professional development departments to mid-sized firms with combined recruiting and professional development functions. The final product will be published in a website guide or paper

that can be downloaded by NALP members. The work group is scheduled to have their first conference call in August.

Lawyer Professional Development Best Practices

The section has been tasked with development of an annual Best Practices guide based on the particular topic addressed at the annual Lawyer Development Institute. While this work group will be a part of our section long-term, section members agreed that this year's Lawyer Development Institute topic (Career Development) is not the ideal subject for a comprehensive best practices publication. Since career development and in-house career counseling positions are relatively new within firms, we feel that we do not have enough best practices established to produce a substantive guide. Kris Butler has agreed to write a NALP *Bulletin* article on "Career Development Best Practices" based on presentations at the LDI and her own experiences. This will serve as our contribution on behalf of the work group for this year.

Environmental Scanning

While many firms seem to be experiencing effects of a slow economy, the section members with whom I have spoken do not seem to feel a large scale tightening of professional development budgets or reduction of training and related activities at this time. There does seem to be a focus on associate hours and performance whereby annual review activities may be more rigorous than in prior years. Our section conference calls and list serve activities do not seem to produce many in-depth discussions of issues but rather serve as a platform for the work group activities and other section goals. I will continue to promote these opportunities for discussion when possible.

Please let me know if you need any additional information.

cc: Fred Thrasher, NALP Deputy Director