



1776 K STREET NW  
WASHINGTON, DC 20006

PHONE 202.719.7000  
FAX 202.719.7049

---

**MEMORANDUM**

**TO:** Amy Hancock  
Board Liaison, Lawyer Professional Development Section

**FROM:** Kay Nash  
Lawyer Professional Development Section Chair

**DATE:** October 30, 2008

**RE:** Lawyer Professional Development Section Status Report 2

---

This memo summarizes the activities of the Lawyer Professional Development Section for the period July through October 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. The committee approved 8 of our submissions for the conference. 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
Can It Be Done? Creating a Great Place for Women Attorneys	Ida Abbott, Patricia Gillette
Leadership From Every Angle: Identifying and Developing Leaders	Sue Manch, Kathleen Post
Training the Untrainable: How to Turn Attorneys into Engaging Presenters in One Easy Lesson	Valerie Fitch
The Mess Called MCLE: Tips and Best Practices for Managing CLE Rules and Regulations at Your Firm	Margaret Halewski, Olivia Freeman
The Mystery of Upward Evaluations and 360 Reviews	Tim Leishman, Diane Costigan

We Are In This Together: Beginning a Collaborative Legal Employer and Law School Professional Development Dialogue	David Diamond, Kay Nash
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 has published two *Bulletin* articles thus far. A list of authors and topics are below:

- Kris Butler, *Career Development Best Practices* -- August 2008 issue
- Kay Nash and Jennifer Bentzen, *Professional Development on the Road to Partnership* -- November 2008 issue

We anticipate further Bulletin articles to be published on behalf of the section, including:

- David Diamond and 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**

We are pleased to report that our work groups are well on their way to accomplishing the goals the Board has set for this year. An updated summary for each work group 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 concluded their efforts on August 15<sup>th</sup> with the delivery of draft revisions to the *2008 Survey of Law Firm Legal Career Professionals* to Judy Collins at the NALP office. The work group provided substantial edits to the survey which will now track responses specifically for those who indicate professional development as their primary area of responsibility as well as those who indicate recruiting as their primary area of focus. The final draft reflects hours of work by the group and Judy Collins.

Kelly Mixon also lent her name to a small cover letter to be included with the hard copy mailing of the survey forms with a twofold goal of alerting the membership to the efforts of the work group, and, hopefully increasing the response rate of the survey.

According to Judy, the response rate to the survey has been tremendous. We believe that our coordination with the PDC board helped in this regard, and the timetable adjustment to deliver the surveys during the busiest season for NALP members does not seem to have impacted member response. (Note that 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.)

We are looking forward to delivery of the final survey report and hopeful that the membership at large will find that the revisions provide them with useful data, particularly for those members who focus on professional development.

#### Lawyer/Law Student Professional Development Collaboration

Chair: David Diamond, Northwestern University School of Law. Other work group members: Kay Nash, Angelique Magliulo-Hager, Dee Driscole.

To further the work group's goals for the year, David Diamond has drafted a survey to distribute to law school professional development section members. This survey will solicit information on law school professional development efforts and programs. A similar survey for law firm professional development administrators will also be developed and distributed to section members for completion. The group's RFP for an annual education conference session was accepted. The program will discuss the findings of the survey and how both groups can learn from each other and begin a dialogue. We hope to release the survey by December 1 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, Maddy Kershek, Regina Goldis.

This group has been asked to focus on professional development department staffing best practices. Liz Tingey led an initial conference call for the group on October 30<sup>th</sup>. The group will work in small teams to create model organizational charts that will describe the structure of various professional development departments based on firm size and provide descriptions of responsibilities for each position within the department.

The group hopes to produce a final product that will serve as a best practices guide for the NALP website that could be downloaded or published in whatever way the board deems appropriate. The staffing models will be grouped by size of firm and will specifically focus on professional development staffing models (i.e. not on recruitment or diversity, unless the department is also responsible for these efforts).

The final product is scheduled to include:

1. A cover letter that describes the objectives and process of the work group.
2. Sample organizational charts as “best practices” of how various firms’ professional development departments are structured (firm names will not be attributed).
3. A spreadsheet which contains the findings of the work group and data collected regarding firm size and number of positions.

The work group has scheduled their next conference call for November 19<sup>th</sup>.

#### Lawyer Professional Development Best Practices

Kris Butler published “Career Development Best Practices” in the August *Bulletin*. This article was based on presentations at the LDI and Kris’s own experiences as one of relatively few in-house career counselors. This article served as our contribution on behalf of the work group for this year.

In September, the section provided ideas for topics and suggested planning committee members for the 2009 Lawyer Development Institute. Next year’s section will be tasked with publishing an additional best practices resource based on the presentations and topic of the LDI.

#### Environmental Scanning

In the midst of the busy summer and fall season for recruiting and professional development, we held our most recent conference call on September 19<sup>th</sup>. Our call focused mainly on the efforts of our work groups and did not stimulate discussion on general professional development topics.

We anticipate that many firm’s budget cycles will require a tight focus on expenses in the coming year, including possible reduction of training related expenses such as attorney retreats and programs using outside consultants. Our next conference call will be held on Friday, January 9<sup>th</sup>.

Please let me know if you need any additional information regarding any of the above items.

cc: Fred Thrasher, NALP Deputy Director