

**M E M O R A N D U M**

TO: NALP Board of Directors

FROM: Michele Bendekovic  
Experienced Professionals Section

DATE: June 21, 2018

RE: Quarterly Update

**I. Quarterly Call**

Our first section call was held on June 14, 2018. The agenda is below:

Working Group Update  
RFP and Bulletin Working Group  
EP/NP Working Group  
Managing Your Own PD Working Group

Environmental Scanning

**II. Working Group Update**

**RFP/Bulletin Working Group – Joe Christian and Jacki Herzog**

Twenty RFPs were submitted on behalf of the EP Section for the 2019 annual conference. The working group vice chairs were pleased with the number of RFPs submitted and the quality of the speakers and the presentations.

Four Bulletin article ideas were also submitted. Our RFP spreadsheet and Bulletin article submissions are attached.

Once selections for the 2019 annual conference are made, the vice chairs will review our proposals not selected for additional Bulletin and webinar topics. An idea for a webinar came from Jacki who suggested Amy Knapp on how to use LinkedIn for building your own profile. We will explore this idea and provide more information on using it as a webinar topic.

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**EP/NP Working Group – Yujin An and Michelle LeBiavant**

Michelle and Yujin have connected with their NP vice chair colleagues and planned to meet on June 18. The Ask the Expert series continues to be successful and we will continue that collaboration.

**Managing Your Own PD – Lezlie Griffin and Jeanne Picht**

Lezlie and Jeanne solicited ideas from those on the call to see what professional development needs/interests they have. Section members are free to reach out to Lezlie and Jeanne at any time with additional suggestions. Topics discussed included tips on managing people and continued information on the uses LinkedIn.

A topic that was of particular interest to the EP section members was the imposter syndrome as it relates to us personally and how it impacts law students and attorneys. This topic will also be explored further not only as part of the section's PD but also with a webinar and Bulletin article.

**Environmental Scanning**

We talked about several topics including the recent increase in associate salaries, mandatory arbitration agreements, the Diversity Summit, nominations for the Excellence in Service awards, and the transition from newer professional to experienced professional.

It is worth putting on the record that there is some confusion on the requirements necessary to be an experienced professional and there seems to be a gap between being a NP and an EP. We will continue to examine this and see if there is an education and marketing piece we can work on help with guidance to both the newer and experienced professionals.

**Future Section Meeting Schedule**

October 10 – 2:00 p.m. CT

January 24 – 2:00 p.m. CT

March 14 – 2:00 p.m. CT

If you have any questions or need additional information, please let me know.

MLB

**Experienced Professionals Section-19**

Title of Program:	Program Description	All speakers
#PDToo: The PD Professional's Role in Ensuring a Respectful Workplace	As PD professionals, we are often the conscious of our organizations: taking responsibility to ensure respectful workplaces, to make sure implicit bias is not impacting our attorneys' development and advancement; and to help shape firm culture. These responsibilities often include helping design and deliver impactful anti-harassment training as well as ensuring our institution's policies are effective and enforced. The program will include a primer on relevant workplace laws as well as practical information to make sure your firm is a respectful workplace. The panelists will share their experiences and advice from an HR professional, diversity director and training consultant's perspectives.	Molly Peckman, Stacey Kielbasa, Michele Bendekovic
A Jungle Gym, Not a Ladder: Stories of Career Growth and Professional Development	Our career paths are as varied as we are diverse! Hear lessons of growth, challenge, and change from 3 NALPers at different stages of their school and firm careers in a punchy, TED-talk style format. Seize the knowledge and experience of your peers through table-talk breakouts and apply the learning in a personalized career development plan to leave the room feeling connected and inspired for what's next!	Kelly E Noble, Melanie Priddy, Kristin Heryford
Bang for Your Bucks: Getting the Most from Your Consultants	This program will explore how to make the most of our experiences with experts to make sure our programs are as effective as possible. Our responsibilities are more than scheduling the conference rooms, sending out the invitations and ordering lunches. The speakers will share their tips on selecting when to use an external provider and how to select one as well as how to make sure you are getting the most for your precious training dollars. The speakers are a PD professional turned consultant and a veteran law firm administrator who served a stint as a consultant.	Molly Peckman, Jennifer Queen
Developing a Staffing Model for a Legal Recruitment Team – Reporting from the 2018 Survey	The Recruiting Section, in conjunction with the Experienced Professionals Sections, surveyed NALP member firms in 2018 to identify and report best practices for various sized firms. This panel discussion will report on the findings.	Nicole Oddo Smith, Jacki Herzog, Laura Dolan
Don't Let Them Get Stuck in the Middle: Training and Developing Your Midlevel Associates	Becoming a midlevel associate is one of the most challenging times in the lawyer life cycle. With additional responsibilities on cases and deals comes the need to learn to manage others. How can you help your midlevels develop the skills needed not to get stuck in the middle? This panel will share best practices on the latest for midlevel training and development including coaching, midlevel retreats, online learning on topics including managing peers, managing up and managing teams including delegation. Other topics will include helping your midlevels ask for and deliver feedback and take control and manage their own careers.	Molly Peckman, Kristin Heryford, Josh Troy, Jennifer Little
Faster, Better, Smarter: Hiring & Training at the Intersection of Law and Technology	What does "tech ability" in a lawyer mean, specifically? What should recruiters look for in students, ask in interviews and tell recruits to learn? With technology, innovation, changing regulations, cybersecurity, and other forces shaping how and where lawyers work, learn the skills they need to succeed and to meet client expectations. At the same time, schools are adding tech programs, but what should they be teaching, specifically? Are there new "markers" of "ability" that employers should consider when evaluating candidates, whether undertaken inside or outside of class?	Bruce Elvin, LeeAnn Black, Douglas Capozzalo, TBD
Festivus for the Restivus: OCI Alternatives for the non-T14 Law School	OCI is diminishing across the country and is not a substantial part of MOST law schools employment statistics for either summer or post grad. This program will help give the other 188 law schools the tools, confidence and ideas to create alternatives to the AMLAW 100 traditional OCI system.	Jill Backer, Vernadette Home, Tamara Stephen, Mary Fitzpatrick

Find Your "Unique Genius"	Many of us pursue jobs and build careers for what we think are the "right" reasons – security, stability, status. But our jobs often lack an essential element: an authentic and sincere alignment with our skills, strengths and enjoyments (called your "Unique Genius"). In short, the jobs do not take into account fulfillment and satisfaction. As such, we may not be as confident, motivated, fulfilled, and/or happy in our jobs. The presenters bring their coaching and PD expertise in the law firm, business, and law school worlds, and will show how this process helps everyone get closer to professional satisfaction.	Michael Nguyen, Annabrooke Temple, Casey Berman
Getting to Yes! How to Get What You Want and Need at Work	Asking for what we need in the workplace is an essential skill. It is also the key to finding happiness and success in our professional lives. If the fear of rejection or a lack of confidence are hindering your ability to ask for what you need, this session is for you! The presenters will address topics, such as how to prepare for the ask and make it in a confident, persuasive, and authentic way, and how to navigate the conversation depending on the response you receive. They will also share tips and strategies so that you feel more empowered to advocate for what you need in your organization.	Jolie Blanchard, Jaya Saxena
I'm Outta Here! Pre- and Post-Retirement Strategies for You and Your Team.	Retirement is one of life's most significant events. Navigating this major transition presents a wide range of personal, professional, emotional, and financial considerations. This panel will provide an opportunity to hear from and engage in discussion with colleagues representing a law firm, a public law school, and a private law school who are in the midst of retirement planning and/or have recently made this transition. How will you prepare yourself, your employer and your staff? Join us to explore and discuss important strategies for mindfully caring for yourself, your family and your professional colleagues during this all-important career transition.	Thomas J. Schoenherr, Lynne Traverse, Cybele E. Smith JD
It's Been a LONG Time: The Constant Evolution/Reinvention of your Legal Services Career	This program will focus on how to maintain career-longevity in legal professional services—be it in recruiting, professional development, diversity and/or a combination of all three. Participants will hear from law firm and law school professionals, who have been in the industry for several years. Panelists will share their strategies for success and their stories of reinvention over the course of their careers within the same organization or through transitions to new ones. As we all know, the happier you are in your career, the better you will perform for your organization.	Kia Scipio, Michele Bendekovic, Melissa Forshey-Schwind, Betsy Key
Life Happens! Personal Changes in Your Professional World	It can be hard to plan for the future – or consider potential future circumstances – until you're living them first-hand. And in most cases, life happens when you least expect it! Medical emergencies, caretaker roles, parental leaves, individual pursuits, and the evolving workplace of flexible or alternative work schedules will occur and affect your career, whether they be in your own life or a team member's. How do you prepare and plan for these changes personally, how do these changes affect your team, and how does your department adjust? In a customer service industry, it's easy to worry about these topics for those we support... and forget about ourselves in the process. Join us for an active discussion to share experiences and advice, and to better understand each other in a supportive environment.	Kay Nash, Emily Busse, Traci Mundy Jenkins, Sarka Cerna-Fagan
Mastering Multi-Generational Communication on Your Team to Optimize Success	Join experienced and newer legal talent professionals in a discussion about the generation gap in our industry, which usually results in an interaction gap, and the impact it has had on our own professional development. Millennials will hear tips from seasoned leaders about how to ask for more responsibility, feedback and opportunities for advancement. In turn, industry experts will learn about the younger generation's expectations, communication style and career values.	Kelly Mixon Morgan, Tamesha Keel, Danee Clarkson Williams, Ashley Julien

Promotion Impossible!: Finding Career Satisfaction When Promotion Isn't an Option	Depending on the size of your school or firm, its market location, and other factors, you may be in situation where neither promotion nor a change of employer is possible without a major life change, like a move or sector change. But what if you like your job, you just want more in the way of development and growth? This session will cover a number of ways that you can find career satisfaction right where you are.	Pascale Bishop, Susan Fine, Cybele E Smith, Kelly Druten Green
Putting the "Pro" in Professional	Being promoted or changing roles in an organization can bring its own set of challenges. Moving from colleague to boss can be a unique transition. How do you do it? What strategies do you use? What do you change? How do you maintain the relationships you have built with your colleagues, while still being an effective supervisor? How do you tackle tasks and challenges you haven't faced before? Learn some of the strategies we have used and share your own.	Magen Mihok, Pascale Bishop, Sandee Magliozzi
Take Control of Your Day: How to Manage Your Time Like a Pro	Why is managing our time such an elusive concept? In this session attendees will learn how to create a customize time management plan based on personality type, work style, and habits. We'll identify key barriers to getting work done effectively and strategies to eliminate them, learn methods to take control of your work day, incorporate technology to make life easier, use the "divide and conquer" organization strategy, and examine how you may be standing in your own way—and what to do about it. Attendees will leave with a toolkit to design time management programs for your students and associates.	Fairuz Abdullah, Drew Amoroso
Taking Charge of YOUR Career: Practical Tips for Advancement	As talent acquisition and management professionals, we are responsible for assisting others with their career development. Ironically, many of us do not think strategically about our own development and job satisfaction. In this program, presenters will discuss their career trajectories and offer career development strategies for professional development and recruiting professionals.	Chuck Curtis, Kathren Davis, Michael Nguyen, Tamesha Keel
The Secret Sauce for Successful Lateral Integration	With lateral associate attrition rates on the rise, law firms are increasingly focused on integration as a way to measure the success of a lateral and keep them from falling through the cracks. Laterals themselves also want a clear understanding of how they will be integrated into a new firm and expect a positive, consistent experience. Our panel of experienced lateral-focused professionals will lead a discussion on integration methods, best practices, process inefficiencies, and prioritizing client service with lateral support.	Christine Whitehead, Jeneec Martinez, Melissa Forshey Schwind, Michelle Le Biavant
What Women Lawyers Want and Need: Taking Your Women's Initiatives to the Next Level	This panel will share best practices for assessing and refining your women's initiatives to give your women what they want and need. Topics will include recruiting, retention, sponsorship and mentoring,, business development planning and coaching as well as special events.	Molly Peckman, Andy Colon, Michele Bendekovic

**2018-2019 Section and Group Topic Proposals – NALP Bulletin**  
**Return by Friday, June 8, 2018**

Section/Group Name: Experienced Professionals

Section Contact(s): Joe Christian (vice-chair), Jacki Herzog (vice-chair), Michele Bendekovic (chair)

1. **PERIODIC COLUMNS** are “nuts and bolts” pieces that are 500-750 words in length. Indicate NO MORE THAN SIX preferred dates for publication and provide a tentative indication of possible topics to be featured in each column. Add more rows if necessary.

Proposed Publication Date	Tentative Topic	Author (include email address)
September 2018	Defining the “Experienced Professional” and promoting section membership	Michele Bendekovic ( <a href="mailto:michele.bendekovic@bassberry.com">michele.bendekovic@bassberry.com</a> )
November 2018	Moving away from an alcohol-dominated summer program, other issues with alcoholism/addiction in the legal industry	Laura Dolan ( <a href="mailto:ldolan@bassberry.com">ldolan@bassberry.com</a> )
February 2019	Best practices for managing a firm merger	Jacki Herzog ( <a href="mailto:jherzog@clarkhill.com">jherzog@clarkhill.com</a> ) and Christne Whitehead ( <a href="mailto:christine.whitehead@hoganlovells.com">christine.whitehead@hoganlovells.com</a> )
April 2019	Diversifying your OCI program to reflect the employers where your students are being hired	Heather Spielmaker ( <a href="mailto:heather.spielmaker@mail.wvu.edu">heather.spielmaker@mail.wvu.edu</a> )

2. **FEATURE ARTICLES** run up to 1200 words in length and are published less frequently. Sections, Committees, and Advisory Groups are welcome to submit proposals for 2-3 feature articles during the year.

Proposed Publication Date	Tentative Topic	Author (include email address)

**Send article proposal details and information to:**  
Allison Beard  
NALP Director of Communications and Member Engagement  
(202) 835-1001  
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