



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:** February 5, 2009

**RE:** Lawyer Professional Development Section Status Report 3

---

This memo summarizes the activities of the Lawyer Professional Development Section for the period October 2008 through January 2009.

### **Bulletin Articles**

The section has published three *Bulletin* articles thus far for 2008-2009. 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
- David Diamond and Kay Nash, *We Are In This Together: Beginning a Law School and Law Firm Professional Development Dialogue* -- February 2009 issue

We anticipate that two additional *Bulletin* articles will be published this year:

- Jennifer Aleman, *How to Reach Summer Associates Regarding Professional Development* – March 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. A 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 *2008 Survey of Law Firm Legal Career Professionals* became available on December 2, 2008 and included greater information on professional development roles and salaries based on the efforts of the work group. The data provided in the survey was incredibly robust and I have heard many positive comments about the improved survey. However, it is important to note that the survey captured data prior to the large shift in market conditions for all recruiting and professional development members. Therefore, the traditional use of using market data to compare salaries may not have utility in the market in which we now find ourselves (i.e. rather than our members asking for market salaries, many are justifying positions in their own departments or their own position).

### Lawyer/Law Student Professional Development Collaboration

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

In the February *Bulletin*, David Diamond and I published an article to discuss law school vs. law firm professional development efforts and to provide a “plug” for the conference program on this topic. David has already created and distributed a survey for law school professional development section members to collect data on school professional development efforts. He reports that he has received 35 survey responses thus far. I am currently finalizing the portion of the survey that will be sent to lawyer professional development section members to gather data and perspectives on “bridge the gap” skills for new associates and law firm professional development efforts.

Survey data will be used to formulate discussion points and content for the “We Are All in This Together: Beginning a Law School and Law Firm Professional Development Dialogue” program to be held at the 2009 Annual Education Conference.

### Lawyer Professional Development Department Models

Chair: Liz Tingey. Other work group members: Dyana Pinkerton Barninger, Colleen O’Hara, Maddy Kershek, Regina Goldis.

This group has been asked to focus on professional development department staffing best practices. The group has been working 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 (not recruitment or diversity staffing). The work group has a draft completed. Liz Tingey and I are meeting via conference call with Amy Hancock on February 10th to insure the delivery of a quality end-product.

#### Lawyer Professional Development Best Practices

There are no current activities for this work group at this time. Members of the lawyer professional development section will attend the 2009 Lawyer Development Institute to formulate ideas for the next "best practices" publication or article to be produced by the section.

#### Environmental Scanning

As mentioned in my previous Board report, section members have been impacted by the decreased demand for legal services within their firms. Major changes include the inability to hire new staff or replace departing professional development staff, tightening of training budgets and reduced use of outside instructors, elimination of firmwide retreats, and cancellation of associate integration events.

Our next conference call will take place on February 13, 2009 at 11:30 Eastern.

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

cc: Fred Thrasher, NALP Deputy Director