

# NEWER PROFESSIONALS' FORUM

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Thursday, February 11

## Registration Opens

2:00 pm

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## OPENING PLENARIES

### Welcome to NALP: Proven Professionals Invested in You

- Chesapeake Ballroom

3:30 - 4:00 pm

NALP believes in fairness, facts and the power of a diverse community. We work every day to be the best career services, recruitment and professional development organization in the world because we want lawyers and law students we serve to have an ethical recruiting system, employment data they can trust and expert advisors to guide and support them in every stage of their careers. But how exactly will NALP benefit you and your organization? NALP leaders will welcome conference attendees and discuss our resources, research, and educational opportunities as well as the benefits of membership.

*Christina Fox, Global Manager of Attorney Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP, and NALP Vice-President for Finance*

*James G. Leipold, Executive Director, NALP*

### What the Other Side Does

- Chesapeake Ballroom

4:00 - 5:00 pm

Sometimes the best way to learn about your own job is to take a look at what your counterparts across the aisle are doing, particularly as you try to understand how your role fits into the larger industry picture. The relationship between those who work for law schools and those who work for legal employers is a critical one. During this session you will learn about the “invisible” issues on the other side that can influence decisions and shape interactions with your office. See how the cycle of the year flows for each group of professionals and how to build relationships from common ground. Learn from and network with the others at your table during this interactive session.

*Jean Durling, Chief Talent Officer, Fox Rothschild LLP, and NALP President*

*Mina Jones Jefferson, Assistant Dean of Professional Development, University of Cincinnati College of Law and NALP President-Elect*

### Welcome and Networking Reception

- Harborview Ballroom

5:00 - 6:30 pm

### Faculty Sponsored Dinner Groups

7:00 pm

Network with new colleagues and friends over dinner at local restaurants. Sign-up sheets will be available on-site at the conference registration desk. Dinner costs are on your own.

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Friday, February 12

### Continental Breakfast

- Chesapeake Ballroom

7:30 - 8:30 am

### Breakfast Roundtable Discussions

- Chesapeake Ballroom

7:45 - 8:30 am

Join one of a few roundtable discussions on key topics in the legal profession, such as:

1. Getting involved in NALP
2. Issues in Lawyer PD
3. Issues in Law Student PD
4. Employer and school partnerships
5. Using NALP research in your job
6. Working with a team
7. Developing a style for advising appointments
8. Networking and building relationships

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## MANAGEMENT FOUNDATIONS PROGRAMS

8:45 - 11:45 am

### Management Foundations for Career Development Professionals

- Harborview I

This essential, hands-on workshop is designed for those who are newer to the legal career development profession or those who have acquired new responsibilities for the programs and services of a busy career services office. We will talk about the typical seasonal activities of the career development

office and why it takes a year to begin to master the job; the importance of knowing your institution and its constituencies; how to build effective relationships with students and alumni; and how we can more effectively meet the career planning and counseling needs of students with diverse backgrounds and goals. This session will also address the nuts and bolts of career services, including program planning, professional development training, data collection, and administration. In addition, we will focus on practical tips for coping with the challenge of today's millennial student population and shifting economic conditions.

*Donna Gerson, Associate Dean of Career Strategies, Drexel University Thomas R. Kline School of Law*

*Marcia Pennington Shannon, Assistant Dean for Career Services, Georgetown University Law Center*

### Management Foundations for Recruitment Professionals

- Chesapeake Ballroom

This hands-on workshop will provide essential training for those who are new to the legal recruitment profession or those who have acquired new responsibilities for the programs and services of a busy recruitment department. The course will offer insight and understanding into the legal recruitment processes using demonstration, lively discussion, and group interaction. The course content and materials, which are ready for you to take home and put to use, will include these and many other topics of importance: legal recruiting basics, the seasons of recruitment, hiring needs, criteria and sources, OCI and in-office interview management, hiring committees, electronic tools, recruiting surveys, lawyer support services, and related professional development issues.

*Bonnie Hurry, Chief Legal Personnel Officer, Willkie Farr & Gallagher LLP*

*Anna Friesenhahn Whitener, Recruiting and Professional Development Manager, Dykema Cox Smith*

### Networking Luncheon

- Chesapeake Ballroom

11:45 am - 12:45 pm

Enjoy lunch with your colleagues while learning more about your NALP membership and the benefits of joining the NALP Newer Professionals Section.

*Anna Friesenhahn Whitener, Recruiting and*

*Professional Development Manager, Dykema Cox Smith*

## Break

- Chesapeake Foyer  
12:45 - 1:00 pm

## MANAGEMENT FOUNDATIONS PROGRAM

1:00 – 3:45 pm

### Management Foundations for Lawyer PD Professionals

- Harborview I

This hands-on workshop gives newer PD professionals the fundamental skills and knowledge they need to get off to a great start and grow into their PD roles. Participants in this workshop will gain valuable insights into the responsibilities of PD professionals, as well as helpful forms, templates, and resource lists. Topics covered include associate orientation and integration, training, MCLE compliance, core competencies, benchmarks, evaluations, and mentoring programs. Participants also have the opportunity to discuss current projects, successes, and challenges.

*Andrew Hales, Senior Director of Professional Development, Venable LLP*

*Molly Peckman, Global Director of Legal Talent, Dechert LLP*

## CONCURRENT SESSIONS

1:00 - 2:15 pm

### Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part I

- Harborview II

The pathways to careers in law school career services offices are varied, and many people who enter the profession don't have formal counseling training. Yet, counseling students is one of the most important functions of law school career services offices. This session will consider strategies that career services professionals can use to promote effective counseling of students at all levels. Such topics as training new counselors, facilitating ongoing communication among counseling staff, choosing a technique for structuring counseling appointments, incorporating job search tools into counseling sessions, using statistical analysis to counsel students, addressing the needs of special populations, working in concert with other law school and university offices, including student affairs offices, and properly addressing confidentiality and other ethical issues will be covered.

*Marcy Cox, Assistant Dean, Career Development, University of Miami School of Law*

*LeaNora Ruffin, Assistant Dean, Career Development, Widener University Delaware Law School*

## CSO Employer Outreach

- Loch Raven

Employer outreach can take different forms from one career services office to another, depending on your resources, goals, and directives. What should your specific employer outreach efforts look like? This session will outline guidelines and issues to keep in mind as you consider how to approach employer outreach to a variety of employer types, including large, medium and small firms; government agencies; nonprofit organizations; and businesses. Areas covered will include goal-setting and implementation, as well as reporting progress, documenting outcomes, and managing expectations for these activities. We will offer strategies for collaborating with deans, faculty, externship programs, alumni departments, and other administrative colleagues, as well as city groups and law school consortia, to enhance your employer outreach efforts. Participants will also exchange ideas and strategies about handling the challenges involved in launching or jumpstarting employer outreach efforts in today's evolving marketplace.

*Lois Casaleggi, Senior Director of Career Services, University of Chicago Law School*

*Dana Morris, Assistant Dean for Career Development, University of Maryland School of Law*

*Carol Sprague, Director of Associate/Alumni Relations & Attorney Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP*

### Planning and Managing Standout Summer Programs

- Chesapeake Ballroom

A truly standout summer associate program should accomplish two things: First, the program should provide summer associates with an experience as close to that of first-year associates as possible. This requires engaging them with representative work and offering meaningful contact with lawyers across practice groups and levels. Second, a summer program should provide the employer an opportunity to assess a student's likelihood of success within the firm. This involves extensive interaction and evaluation of their work. The purpose of this session is to help you accomplish both goals while successfully marketing your firm to summer associates.

*Kisha Nunez, Associate Director of Recruiting and Diversity, Wachtell, Lipton, Rosen & Katz*

*Anna Friesenhahn Whitener, Recruiting and Professional Development Manager, Dykema Cox Smith*

## Break

- Chesapeake Foyer  
2:15 - 2:30 pm

## CONCURRENT SESSIONS

2:30 - 3:45 pm

### Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part II

- Harborview II

A student comes to you for help, and it turns out looking for a job is just one of his current challenges. The more you find out, the more you are afraid this student is struggling with some very complicated personal issues. How can you help? You want to serve as a resource, but your training and background are not in mental health. Where is the line between what assistance you can provide effectively and what should be referred to a mental health professional? How can you continue to help this student with the job search while he or she is coping with these personal challenges? How can you work with other law school personnel to anticipate problems or act as a team when problems arise? What are the signs of depression or drug dependency? This continuation of Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part I will specifically address counseling students in such difficult situations and will include opportunities to put strategies into practice.

*Donna Gerson, Associate Dean of Career Strategies, Drexel University Thomas R. Kline School of Law*

*Marcia Pennington Shannon, Assistant Dean for Career Services, Georgetown University Law Center*

### Associate and Partner Hiring — What You Need to Know!

- Chesapeake Ballroom

Lateral hiring continues to be an important part of strategic growth in firms. Understanding the nuances of hiring associates and partners is a critical component of a recruiting professional's responsibilities. Participants in this interactive workshop will learn the nuts and bolts of a successful lateral recruiting strategy from identifying needs, formulating a compelling search description, working with search firms, and using other means of attracting lateral candidates to crafting interview schedules, conducting due diligence, and facilitating the offer process.

*Irena McGrath, Chief Associate Recruitment Officer, Hogan Lovells US LLP*

*Carol Sprague, Director of Associate/Alumni Relations & Attorney Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP*

## The Ins and Outs of Judicial Clerkships

- Loch Raven

This program will cover the state and federal judicial clerkship hiring process from start to finish. Topics will include the timing of applications; methods of application (paper, email, or OSCAR — the Online System for Clerkship Application and Review), guidelines for application components (cover letter, resume, writing sample, letters of recommendation, and transcripts/grade sheets); good methods and resources for researching courts and judges; the protocol for contacting judges; and interviewing strategies and preparation.

*Lois Casaleggi, Senior Director of Career Services, University of Chicago Law School*

*Amy Killoran, Associate Director, Judicial Clerkships, Georgetown University Law Center*

## Break

- Chesapeake Foyer  
3:45 - 4:00 pm

## PLENARY

4:00 - 5:15 pm

## An Introduction to the Legal Employment Market

- Chesapeake Ballroom

Welcome to the legal careers profession! You will soon find yourself a student of the legal employment market. This session will provide a vital introduction to the market, helping orient you to the trends and benchmarks that are important to this industry, both in challenging times and better ones. The program will review the very latest trends in law school interest and enrollment, employment rates, starting salaries, summer program outcomes, fall on-campus recruiting levels, and outcomes for 2Ls and 3Ls, antitrust issues, associate attrition, professional development, and the legal economy generally. The data used to develop this program is gathered by NALP and the NALP Foundation through a variety of annual research tools, many of which will cross your desk during the next year.

*James G. Leipold, Executive Director, NALP*

## One-on-One Consulting

- Camden  
5:30 - 6:30 pm

Take advantage of the opportunity to interact in a one-on-one session with an experienced faculty member to ask questions, get advice, find resources, and begin to build a professional network.

## Evening

Dinner on Your Own

## Saturday, February 13

### Continental Breakfast

- Chesapeake Ballroom  
7:45 - 8:45 am

### Breakfast Roundtable Discussions

- Chesapeake Ballroom  
8:00 - 8:45 am

Join one of a few roundtable discussions on key topics in the legal profession, such as:

1. Issues in law firm diversity
2. Ethics in recruiting
3. Supervising a team
4. Hot topics in judicial clerkships
5. Data and information management
6. Hot topics in public interest

### One-on-One Consulting

- Camden  
8:00 - 9:00 am

Take advantage of the opportunity to interact in a one-on-one session with an experienced faculty member to ask questions, get advice, find resources, and begin to build a professional network.

## PLENARY

9:00 - 10:15 am

### Professional Responsibility 101

- Chesapeake Ballroom

Ethical dilemmas, confidentiality issues, and NALP's Principles and Standards are just a few of the important issues that challenge NALP members on a regular basis. Through interactive discussion, participants will examine some of the issues that impact both employers and schools, and provide strategies for successful collaboration and attainment of mutually beneficial results. Participants will also explore NALP's Principles and Standards and their interpretations as well as engage in a dialogue that will illustrate the practical applications of these important guidelines. This program and the ensuing dialogue will provide valuable insight for NALP members as they navigate these sometimes murky waters.

*Bonnie Hurry, Chief Legal Personnel Officer, Willkie Farr & Gallagher LLP*

*Fred Thrasher, Deputy Director, NALP*

## Break

- Chesapeake Foyer  
10:15 - 10:30 am

## CONCURRENT SESSIONS

10:30 - 11:45 am

## A Guide to Public Interest Counseling and Government Hiring

- Loch Raven

Explore the depth and breadth of public service/public interest work, and the benefits and challenges your students and alumni face in connection with this career path. Discover a variety of resources on public sector internships, externships, and careers, including government opportunities, during this interactive, practical session for all career services professionals who are new to the public service advisor role or just want to know more about these careers.

*Heather DiFranco, Director of Career Planning, Cleveland-Marshall College of Law, Cleveland State University*

*Katie Dilks, Assistant Director for Public Interest Programs, Georgetown University Law Center*

## Advanced Recruiting Strategies

- Chesapeake Ballroom

So you've mastered the recruiting basics and perhaps experienced a few hiring seasons — now let's move on to the next level. Join us for an in-depth and interactive program about big-picture strategies that drive our hiring efforts. Participants will learn about strategic school partnerships; legal issues that affect hiring; successful interview techniques; and how to manage diversity recruiting as well as ideas for managing the hiring process in a compressed recruiting season. Participants should bring their own questions and challenges to the group for discussion as well.

*Kisha Nunez, Associate Director of Recruiting and Diversity, Wachtell, Lipton, Rosen & Katz*

*Carol Sprague, Director of Associate/Alumni Relations & Attorney Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP*

## Associate and Partner Orientation and Integration

- Harborview I

To successfully service clients and contribute to the firm's bottom line, your new associates and partners need to be effective and efficient from day one. Join us for this session to learn

how to strategically design an orientation and integration program that accelerates the value added by new associates and partners and reduces their ramp-up time. Practical applications will be discussed in detail. As part of the session, you will have the opportunity to begin drafting a preliminary orientation and integration program for your firm using many of the best practices checklists, forms, and templates supplied by the presenters.

**Andrew Hales**, Senior Director of Professional Development, Venable LLP

**Molly Peckman**, Global Director of Legal Talent, Dechert LLP

## Nontraditional and Emerging Career Paths for Lawyers

- Harborview II

Every CSO has students and alumni who seek to use their legal training and skills for nontraditional employment. The potential array of nontraditional careers can seem overwhelming to the newer career services practitioner. This session will teach you the basics of counseling students and alumni who wish to follow a variety of pathways, including in business and industry, the public sector, and emerging law-related settings. Learn how to help students assess their interests and skill sets, and how to market themselves — and their JD degrees — to a diverse range of employers. Discover essential resources CSO professionals can tap to identify and cultivate new and additional opportunities for our students and graduates.

**Mina Jones Jefferson**, Assistant Dean of Professional Development, University of Cincinnati College of Law and NALP President-Elect

**Dana Morris**, Assistant Dean for Career Development, University of Maryland School of Law

## Networking Lunch

- Chesapeake Ballroom  
11:45 am - 12:30 pm

### PLENARY

12:30 - 1:45 pm

## Diversity & Inclusion: Past, Present, and Future

- Chesapeake Ballroom

NALP has long been an advocate for diversity and inclusion in the legal profession. After a brief review of recent diversity demographics

based on several of NALP's key research studies, panelists will highlight several practical diversity and inclusion tips for both employers and law schools, focusing on ways in which employers and schools can collaborate on diversity recruitment and retention. Session leaders will also facilitate discussion about some diversity and inclusion challenges and will welcome a spirited discussion of diversity and inclusion topics raised by conference participants.

**Marcy Cox**, Assistant Dean, Career Development, University of Miami School of Law

**Demetria Johnson**, Diversity Specialist

**James G. Leipold**, Executive Director, NALP

## Break

- Chesapeake Foyer  
1:45 - 2:00 pm

### CONCURRENT SESSIONS

2:00 - 3:15 pm

## ABA Session: What Every Newer Professional Needs to Know about Graduate Employment Data Collection and Reporting

- Loch Raven

It's the inaugural year of the ABA's Graduate Employment Data Audit Protocol! Are you ready? Whether you are a member of the graduate employment data collection team or you are in charge of the data collection and reporting process for your school, this program has tips for you. Panelists will review the nuts and bolts of having the most effective and efficient spring data collection and reporting season. Panelists will offer their insights into techniques to maximize data collection success, strategies to help you implement the requirements of the ABA Protocol, and potential pitfalls to avoid in the data collection and reporting process. In addition to covering the requirements of ABA reporting, the panel will address the unique aspects of collection and reporting under NALP's Employment Report and Salary Survey. This session is not to be missed for any professionals participating in the collection, auditing, or reporting of graduate employment data.

**Heather DiFranco**, Director of Career Planning, Cleveland-Marshall College of Law Cleveland State University

**James G. Leipold**, Executive Director, NALP

## Increasing Your Value in the Institution

- Harborview I

Your relationships with deans, partners, faculty, and others with whom you work can make all the difference in your professional life. Together let's explore the importance of building bridges with these — and other — stakeholders at your organization. This interactive session will include some personality profiling, ideas for effective internal public relations for you and your department, tips on relationship building and making the best professional impression, advice on working effectively with your supervisor, and suggestions for building — or joining — a team as a newcomer.

**Bonnie Hurry**, Chief Legal Personnel Officer, Willkie Farr & Gallagher LLP

**LeaNora Ruffin**, Assistant Dean, Career Development, Widener University Delaware Law School

## Money Matters — An Introduction to the Economics of Law Firm Practice

- Chesapeake Ballroom

Understanding a firm's business model and how it makes money will enable you to work effectively with lawyers and add value to your firm. Join us as we demystify some common markers of law firm productivity and give you an advantage in the budgeting process. We'll discuss the basic structure and business of firms, and you'll leave with a working knowledge of common law firm financial metrics such as profits per partner, revenue per lawyer, realization, and overhead. When you return to the office, this knowledge will put you at ease when discussing fiscal matters at your firm.

**Christina Fox**, Global Manager of Attorney Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP, and NALP Vice-President for Finance

**Irena McGrath**, Chief Associate Recruitment Officer, Hogan Lovells US LLP

## Break

- Chesapeake Foyer  
3:15 - 3:30 pm

## Wrap Up and Q&A Session

- Chesapeake Ballroom  
3:30 - 4:00 pm

Join faculty members for a wrap up of the conference with an opportunity to ask questions and glean last minute advice on your job and career.

## Meeting Adjourns

4:00 pm