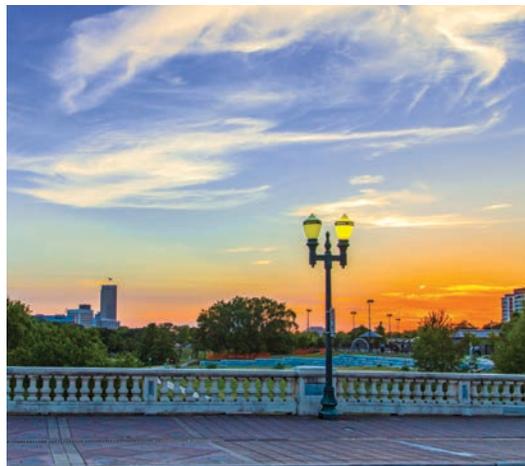


# NEWER PROFESSIONALS' FORUM



# NEWER PROFESSIONALS' FORUM

## A Conference Designed for Newer Professionals

The Newer Professionals' Forum (NPF) on March 2 – 4, 2017, will bring together newer professionals and experienced faculty members for two and a half days in Houston, Texas, to focus on the career development of newer professionals in the fields of legal recruitment, law student and lawyer professional development, and career services. Participants will engage in meaningful education tailored to the unique needs and perspectives of newer professionals, including learning about trends facing the legal employment industry and the role NALP plays in member professional development.

“For someone who has been in the attorney recruiting and professional development field for a little over a year, the NALP Newer Professionals' Forum was the perfect environment to reinforce as well as build upon what I've already learned. The structured networking opportunities were outstanding. I had no idea how many resources that NALP provides for legal professionals, and I made valuable friendships that will help me develop my career further.”  
— 2015 NPF Attendee

### Why should I attend this conference?

The Newer Professionals' Forum is the one essential educational conference for anyone with less than four years of experience as a legal career professional. In addition to Management Foundations Programs and one-on-one consulting, this conference provides a framework for understanding counseling skills, competencies and evaluations, summer programs, lateral hiring, associate orientation, public interest counseling, lawyer training programs, diversity and inclusion, and much more! You can count on the Newer Professionals' Forum to provide you with the skills and tools to help you and your organization succeed.

“I found the Newer Professionals' Forum to be extremely helpful! I met people just like me from across the country and Canada, and I took away so much that will only help me in my career as a Legal Recruiter.” — 2016 NPF Attendee

### Why should I send my new staff member or coworker to NPF?

The Newer Professionals' Forum will provide attendees with opportunities to learn fundamental skills while growing their professional networks in legal recruitment, lawyer professional development, and career services. Law firms and law schools that send new employees to NPF will immediately see results in increased job proficiency and efficiency. The organization benefits immediately from having a well-educated and well-connected professional staff member.

“My NPF experience was hands down the best professional development program I could have attended. As a law school professional, you will not find comprehensive training like this anywhere else. This conference should be considered a mandatory step in training for all newer professionals who are beginning their career in law placement.”  
— 2016 NPF Attendee

# Registration and Travel

## How to Register

To register for the 2017 Newer Professionals' Forum, go to [www.nalp.org/events](http://www.nalp.org/events) and select 2017 Newer Professionals' Forum. The system allows online registration and payment with a credit card or pay by check (select the latter if you plan to receive an invoice). To qualify for the early bird rate, your registration and full payment (by check or credit card) must be received in the NALP office by Thursday, February 2. Registration at the regular rate will be welcomed thereafter and on-site at the conference.

	EARLY BIRD RATE (by Feb. 2)		REGULAR RATE (after Feb. 2)	
	Member	Non-Member	Member	Non-Member
Schools, Private Employers	\$575	\$755	\$625	\$825
Public Interest Employers, Government	\$475	\$525	\$525	\$575

## Hotel Information

### **Westin Oaks Houston at the Galleria**

5011 Westheimer at Post Oak  
Houston, TX 77056

### Hotel Reservation Procedures

- Attendees will make their hotel reservations during the registration process. Hotel reservation confirmations will be sent directly from the Westin. Hotel rooms will not be reserved without a credit card.
- Register early. The room block tends to fill up quickly and once the block is full (or after the cutoff date of February 13, 2017) hotel rooms are subject to availability.
- The sleeping room rate at the Westin is \$155 (plus 17% taxes) per night based on single or double-occupancy.

## Cancellation Policy

- Full refund for cancellation received by February 2, 2017 minus a \$100 cancellation fee.
- 50% refund for cancellations received February 3-9, 2017.
- No refunds after February 9, 2017.
- Hotel room cancellations must be made 72 hours prior to arrival or a charge equal to the first night's room and tax will be incurred.

**All programs and times are subject to change.** Please check [www.nalp.org/events](http://www.nalp.org/events) for the most up-to-date conference schedule.

## Travel Discounts

Professional Service Firm Travel, LLC (PSFT) is the official event travel service for this event. PSFT will research the most economical route, airline, and flight times to help get you the lowest possible fare.

### **Professional Service Firm Travel, LLC**

475 Park Avenue South, 34th Floor, New York, NY 10016

**Phone:** 212-592-1370 or 1-888-773-8728 | **Fax:** 212-532-5776 | **Website:** [www.psftravel.com](http://www.psftravel.com)

**Email:** [lmelendez@psftravel.com](mailto:lmelendez@psftravel.com) or [jduberry@psftravel.com](mailto:jduberry@psftravel.com)

PSFT reservation hours are Monday-Friday 8:30 am - 6:00 pm Eastern Time. Make your reservations with Professional Service Firm Travel, LLC by calling 1-888-773-8728 and asking for Lissette or Jacqueline (please identify yourself as attending a NALP conference). A \$35 transaction fee will be applied to all tickets purchased.

## NALP Open Meeting and Non-Solicitation Policies

NALP conferences are public forums, allowing for a free exchange of ideas, and are open to members and nonmembers alike. This conference is specially designed to be an open forum for those newer to the field of career services, legal recruitment, and lawyer professional development. Unless you are an official sponsor of the conference, solicitation is strictly prohibited. If you are interested in being a conference sponsor, please contact Chris Brown, NALP's Director of Meetings and Sponsorship, at [cbrown@nalp.org](mailto:cbrown@nalp.org) or 202-835-1001.

# Program Schedule

## Thursday, March 2

### Registration Opens

2:00 pm

### OPENING PLENARIES

### Welcome to NALP: An Introduction to Your Organization

3:30 - 4:00 pm

NALP is dedicated to continuously improving career counseling and planning, recruitment and retention, and the professional development of law students, lawyers, and its members. But what exactly is NALP and how will your membership benefit you and your organization? NALP leaders will welcome conference attendees and discuss NALP resources, research, and educational opportunities as well as the benefits of NALP membership.

**Mina Jones Jefferson**, Senior Assistant Dean & Chief of Staff, University of Cincinnati College of Law and NALP President

**Kristine McKinney**, Chief Professional Development Officer, Fish & Richardson, P.C.

### Increasing Your Value in the Institution

4:00 - 5:00 pm

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.

**Bruce Elvin**, Associate Dean and Senior Lecturing Fellow, Duke University School of Law

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

### Welcome and Networking Reception

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.

## Friday, March 3

### Continental Breakfast

7:30 - 8:30 am

### Breakfast Roundtable Discussions

7:45 - 8:45 am

Join one of several roundtable discussions on key topics in the legal profession, such as the effects of the early interview season, managing a budget, or working with difficult people. Facilitated by faculty, these conversations will provide a smaller setting for an exchange of ideas and best practices among your peers.

### MANAGEMENT FOUNDATIONS PROGRAMS

8:45 - 11:45 am

### Management Foundations for Career Development Professionals

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. Chock full of tips and advice regarding 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. Participants and program leaders will share ideas for program

planning, professional development training, data collection, and administration. In addition, we will focus on practical tips for coping with the challenge of the millennial student population and shifting economic conditions, including student loan debt and J.D. advantage careers.

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

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

### Management Foundations for Recruitment Professionals

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 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**, Attorney Recruiting and Development Manager, Akin Gump Strauss Hauer & Feld LLP

### Networking Lunch

11:45 am - 12:45 pm

### MANAGEMENT FOUNDATIONS PROGRAM

1:00 - 3:45 pm

### Management Foundations for Lawyer PD Professionals

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 receive 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

**Amy Hancock**, Director of Professional Development, Andrews Kurth LLP

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## CONCURRENT SESSIONS

1:00 - 2:15 pm

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

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

**Beth Moeller**, Assistant Dean of Career Services, UCLA School of Law

### CSO Employer Outreach

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 outreach to a variety of employer types, including large, medium and small firms; government agencies; non-profit organizations; and businesses. Areas covered will include goal-setting and implementation, as well as reporting progress, documenting outcomes, and managing expectations for these activities. Participants will also exchange ideas about and strategies for employer outreach efforts.

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

**Mina Jones Jefferson**, Senior Assistant Dean & Chief of Staff, University of Cincinnati College of Law and NALP President

### Planning and Managing Standout Summer Programs

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**, Attorney Recruiting and Development Manager, Akin Gump Strauss Hauer & Feld LLP

### Break

2:15 - 2:30 pm

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## CONCURRENT SESSIONS

2:30 - 3:45 pm

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### Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part 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, as well as others, 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 Strategy, Georgetown University Law Center

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

Lateral hiring continues to be an important part of strategic growth for law 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.

**Kelly Mixon Morgan**, National Director of Attorney Hiring, Fish & Richardson, P.C.

**Jennifer Queen**, Principal, J. Queen Consulting LLC

### The Ins and Outs of Judicial Clerkships

This program will cover the state and federal judicial clerkship hiring process from start to finish, as well as provide information for employers who are recruiting clerks or recruiting students who plan to clerk. 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; interviewing strategies and preparation; and ethical issues and practical considerations for recruiting clerks.

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

*Shavonne Henderson, Director of Judicial Programs, The University of Texas School of Law*

## Break

3:45 - 4:00 pm

## PLENARY

4:00 - 5:15 pm

## Professional Responsibility 101

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*

## One-on-One Consulting

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, March 4

## Continental Breakfast

7:45 - 8:45 am

## One-on-One Consulting

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

## An Introduction to the Legal Employment Market

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*

## Break

10:15 - 10:30 am

## CONCURRENT SESSIONS

10:30 - 11:45 am

## A Beginner's Guide to Public Interest and Government Career Counseling

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.

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

*Nicole Simmons, Director of Public Service Programs, The University of Texas School of Law*

## Advanced Recruiting Strategies

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*

*Jennifer Queen, Principal, J. Queen Consulting LLC*

## Associate and Partner Orientation and Integration

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.

*Amy Hancock, Director of Professional Development, Andrews Kurth LLP*

*Kelly Mixon Morgan, National Director of Attorney Hiring, Fish & Richardson, P.C.*

## Nontraditional and Emerging Career Paths for Lawyers

Every CSO has students and alumni who seek to use their legal training and skills for nontraditional employment. The potential array of nontraditional and JD Advantage 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.

**Beth Moeller**, Assistant Dean of Career Services, UCLA School of Law

**Allison Regan**, Interim Assistant Dean, Office of Alumni Relations, University of Houston Law Center

## Networking Lunch

11:45 am - 12:30 pm

## PLENARY

12:30 - 1:30 pm

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

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, highlighting the roles of diversity professionals and 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

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

**Kristine McKinney**, Chief Professional Development Officer, Fish & Richardson, P.C.

## Break

1:30 - 1:45 pm

## CONCURRENT SESSIONS

1:45 - 3:00 pm

## Time Management and Organization Hacks

Hack: noun *\ˈhɑk\*; a creative solution to a problem; a tip, trick, or efficient method for doing or managing something (life!). In this session, you'll get a true geek's look at practical — and sometimes clever — hacks for managing your workload and your work day. We'll share hacks for e-mails, calendars, to do lists, phone calls, documents, meetings, and more. From old school checklists, to new school apps and short cuts, you'll walk away with timesaving tips you can't wait to share with your colleagues.

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

**Fred Thrasher**, Deputy Director, NALP

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

Graduate employment data collection is one of the most important things a CSO does each year, and is subject to audit and review by the ABA. Whether you just assist with or you are in charge of the data collection and reporting process for your school, this program has tips and tricks 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 will highlight 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 and will discuss how to use this data to the benefit of your office and school. This session is not to be missed for any professionals participating in the collection, auditing, or reporting of graduate employment data.

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

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

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

## Where Does the Money Come from Anyway? — An Introduction to the Economics of Law Firm Practice

Now more than ever, law firms are focused on dollars and cents. To effectively work with lawyers and demonstrate your value to the firm, you should understand a firm's business model and how it makes money. 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 enhance your value to the firm's recruiting and development efforts.

**Bruce Elvin**, Associate Dean and Senior Lecturing Fellow, Duke University School of Law

**Kristine McKinney**, Chief Professional Development Officer, Fish & Richardson, P.C.

## Break

3:00 – 3:15 pm

## Using What You Have Learned

3:15 – 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. Learn tips and tricks for using the information you have learned at the conference as well.

## Meeting Adjourns

4:00 pm



1220 19th Street NW, Suite 401  
Washington, DC 20036-2405

# NEWER PROFESSIONALS' FORUM

An information-packed forum for those newer to the fields of legal recruitment, lawyer professional development and career services.

# NEWER PROFESSIONALS' FORUM

## Build a strong foundation for your future professional success

NALP's pre-eminent Management Foundations programs will be offered exclusively at the Newer Professionals' Forum. These intensive, three-hour programs feature comprehensive training specifically geared toward law school career services, legal recruitment administration, and lawyer professional development. Participants will receive certificates of completion and detailed materials that will serve as a reference long after the Forum.

The 2017 Newer Professionals' Forum will help you begin to build your own personal professional network. The conference will abound with opportunities to meet colleagues in legal recruitment, lawyer professional development, and career services and benefit from the expertise of seasoned NALP faculty. You'll also have relaxed opportunities to get to know your colleagues and build your professional network during luncheons, roundtable discussions, receptions, and dinners.

This conference is the only place you will find two and a half days' worth of information-packed programming geared specifically to newer legal recruitment, lawyer PD, and career development professionals.

"This was a great introduction to NALP and the resources it provides, as well as to the profession. The networking opportunities with colleagues from all over the country are invaluable. We learned a lot from the faculty, but – despite being new at this professional track – we also learned a lot from each other. The conference was packed with great sessions that made me feel confident I'm on the right path and that I have colleagues at other institutions to collaborate with."

— 2015 NPF Attendee

### One-on-One Consulting

Watch for the Forum's special one-on-one consulting program during the Forum. This innovative program provides conference attendees the opportunity to speak with an experienced NALP leader in a one-on-one session to ask questions, get advice, find resources, and begin to build a professional network.