

NEWER PROFESSIONALS' FORUM



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A Conference Designed for Newer Professionals

The Newer Professionals' Forum (NPF) on February 11-13, 2016, will bring together newer professionals and experienced faculty members for two and a half days in Baltimore, Maryland, 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.

"I thoroughly enjoyed the sessions and the educational programming, and found them to be both interesting and informational. The networking sessions allowed opportunities to meaningfully connect with individuals of all levels. While this conference is for "Newer Professionals," it's not necessarily geared towards younger individuals, but rather newer individuals to the legal recruitment and professional development industry, regardless of age. I would highly recommend this conference to any newer professional looking for a comprehensive overview of career services, recruitment and professional development within the legal industry." — 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, program development, competencies and evaluations, summer programs, 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.

"The Newer Professionals' Forum was extremely valuable to allowing me to enhance my role in my organization. I appreciated the information, handouts, and fresh ideas and I can't wait to start implementing them in our organization!" — 2015 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.

"Being completely new to the legal profession, this event was a great introduction to the field! Not only did I make some great new connections, but I received a well-rounded and well-presented introduction to professional development and recruitment. The interactive nature of the sessions made for an immersive educational experience that was fun without being overwhelming." — 2015 NPF Attendee

Registration and Travel

How to Register

To register for the 2016 Newer Professionals' Forum, go to www.nalp.org/events and select 2016 Newer Professionals' Forum. The system allows online registration and payment with a credit card or "bill me" options (select this if you plan to pay by check).

	EARLY BIRD RATE (by Jan. 30)		REGULAR RATE (after Jan. 30)	
	Member	Non-Member	Member	Non-Member
Schools, Private Employers, Government	\$575	\$755	\$625	\$825
Public Interest Employers	\$450	\$500	\$500	\$550

Hotel Information

The Sheraton Inner Harbor

300 South Charles Street
Baltimore, MD 21201
Phone: 410-962-8300

Hotel Reservation Procedures

- After you complete your conference registration, a confirmation will be sent to the email address specified in your registration. Attendees will make their hotel reservations directly with the hotel through a link provided in the confirmation email. Hotel reservation confirmations will be sent directly from the Sheraton Inner Harbor. 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 January 13, 2016) hotel rooms are subject to availability.
- The sleeping room rate at the Sheraton Inner Harbor is \$155 (plus 15.5% taxes) per night based on single or double occupancy.

Cancellation Policy

- Full refund for cancellations received by January 11, 2016 minus a \$100 cancellation fee.
- 50% refund for cancellations received January 12-19, 2016.
- No refunds after January 19, 2016.
- 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 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

Email: lmelendez@psftravel.com or 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 or 202-835-1001.

Program Schedule

Thursday, February 11

Registration Opens

2:00 pm

OPENING PLENARIES

Welcome to NALP: Proven Professionals Invested in You

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

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

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, February 12

Continental Breakfast

7:30 - 8:30 am

Breakfast Roundtable Discussions

7:45 - 8:45 am

Join one of a few 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. 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

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

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

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 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

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

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

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

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

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!

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

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

3:45 - 4:00 pm

PLENARY

4:00 - 5:15 pm

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

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, February 13

Continental Breakfast

7:45 - 8:45 am

Breakfast Roundtable Discussions

8:00 - 8:45 am

Join one of a few roundtable discussions on key topics in the legal profession, such as working with teams, crisis counseling, best uses for NALP research and data, and more. Facilitated by faculty, these conversations will provide a smaller setting for an exchange of ideas and best practices among your peers.

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

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

Break

10:15 - 10:30 am

CONCURRENT SESSIONS

10:30 - 11:45 am

A Guide to Public Interest Counseling and Government Hiring

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

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

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

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

11:45 am - 12:30 pm

PLENARY

12:30 - 1:45 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, 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, Director of Diversity & Inclusion, Hogan Lovells US LLP

James G. Leipold, Executive Director, NALP

Break

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

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

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

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

3:15 - 3:30 pm

Wrap Up and Q&A Session

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



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

NEWER PROFESSIONALS' FORUM

An information-packed forum to help those newer in the fields of legal recruitment, lawyer professional development and career services add immediate value to their organizations.

NEWER PROFESSIONALS' FORUM

Build a strong foundation for your future professional success

NALP's pre-eminent **Management Foundations** programs are offered 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 **2016 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 throughout the schedule. 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.