



ASSOCIATION OF LEGAL ADMINISTRATORS®

The Source of Legal Management Information and Knowledge

NEW YORK CITY CHAPTER

**2007 EDUCATION PROGRAMS
CLMSM ACCREDITED SESSION TRACKING FORM**

The Year of Magical Thinking: Strategies for Career Mobility within Your Firm and/or the Marketplace

Thursday, January 25, 2007 – 9:00 a.m. to 11:00 a.m.

Kimberly Schneiderman, City Career Services

Written Communication Skills (60 minutes) and Verbal Communication Skills (60 minutes) AR

Human Resources: The Alphabet Soup of the Labor Laws – CLM Study Group

Tuesday, January 30, 2007 – 6:00 p.m. to 8:00 p.m.

Mark Schuman, Esq., Assistant General Counsel of MetLife

Human Resources (120 minutes) FR

Rev It Up ..Reading – Monthly Luncheon

Thursday, February 8, 2007 – 12:00 p.m. to 2:00 p.m.

Abby Marks Beale

Time Management (60 minutes) AR

Conflict Management – CLM Study Group

Thursday, February 15, 2007 – 6:00 pm to 8:00 pm

Rita Thompson, CLM, Kavanagh Maloney & Osnato LLP

Conflict Management (120 minutes) AR

Sweet Smell of Success: Executive Leadership Series Part I, II and III

Part I: Strategic Planning

William G. Johnston, Hildebrandt

Tuesday, February 27, 2007

Office Operations Management (120 minutes) FR

Part II: Effective Leadership

Steven H. Taylor, VP, FedEx

Wednesday, March 14, 2007

Leadership Styles and Techniques (120 minutes) AR

Legend: A = Application; F = Functional Specialist; R = Recertification

Part III: Leadership Styles – Putting Yours into Action

Presented by Donna Gentry and Natalie Loeb, Loeb Consulting

Thursday, April 19, 2007

Leadership Styles and Techniques (120 minutes) AR

The Annual Attorneys' Luncheon: Civil Liberties in the Age of Terrorism

Thursday, March 22, 2007 – 12:00 p.m. to 2:30 p.m.

Alan Dershowitz, Professor of Law at Harvard Law School

Legal Industry (60 minutes) R

No One Can Stop You But You – Monthly Luncheon

Wednesday, April 11, 2007 – 12:00 p.m. to 2:00 p.m.

Walter Bond

Leadership Skills (60 minutes) AR

E-Discovery – Mid-Size Firm Section

Thursday, April 19, 2007 – 12:30 p.m. to 2:00 p.m.

Scott Fischer, Array Technology

Office Operations Management (90 minutes) FR

HELP – I Can't Keep Up – helping organizations translate their corporate culture into a workplace that inspires excellence – Monthly Luncheon

Thursday, May 10, 2007 – 12:00 p.m. to 2:00 p.m.

Bruce Wilkinson, Ret. Reserve Police Officer, Jefferson Parish Sheriff's Office

Interpersonal Skills (60 minutes) AR

US Postal Rate Changes – Mid-Size Firm Section

Friday, May 11, 2007 – 12:30 p.m. to 2:00 p.m.

Frank Farnacci, MQC, Executive Vice President, Michael Langenfeld, MQC, Millenium Group

Office Operations Management (90 minutes) FR

Demystifying Accounting – Understanding the Basics or “Everything you Always Wanted to Know About Accounting, But Were Afraid To Ask” – CLM Study Group

Wednesday, May 16, 2007 – 6:00 pm to 8:00 pm

Henry Macchiaroli, CLM, Elaine P. Dine

Financial Management (120 minutes) FR

The Full Monty: Gain Full Exposure to the Ins/Outs of Your Facility Contracts

Thursday, May 24, 2007 – 4:30 p.m. to 6:30 p.m.

Panel: Dino Mangione, Donnelly Mechanical; Rosemary Farrell, Arenson Office Furnishings; Glenn Wainer, IKON Office Solutions; Jeff Gibson, Cityside Archives LTD., Jay Felt

Office Operations Management (90 minutes) FR

Understanding Current Computer Technology or “Everything you Always Wanted to Know About Computer Technology, But Were Afraid To Ask” – CLM Study Group

Wednesday, May 30, 2007 – 6:00 pm to 8:00 pm

Howard Cohen, LAN Associates

Office Operations Management (120 minutes) FR

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Dare to Chase the Stars – Monthly Luncheon

Wednesday, June 6, 2007 – 12:00 p.m. to 2:00 p.m.

Diana Nyad – a world-class athlete, riveting speaker, inspired writer and probing journalist.

Leadership Skills (60 minutes) AR

Understanding Recruitment and Retention or “Everything you Always Wanted to Know About Recruitment and Retention, But Were Afraid To Ask” – CLM Study Group

Thursday, June 7, 2007 – 6:00 pm to 8:00 pm

Amy Comeau, CLM, MetLife

Human Resources (120 minutes) FR

Wicked: The Untold Story of Bringing the Technology Gap for Firm Administrators, An Educational Session fro Firm Administrators, IT and Attorneys – Collectively Better Manage Legal Practices)/Costs in a Client Driven, Evolving IT World

Tuesday, June 12, 2007 – 3:00 p.m. to 5:00 p.m.

Keynote Speaker: Michael Arkfeld, Esq., Nationally Recognized Leading Expert in e-discovery,
Moderator: Tim Beauchamp, National Director of IKON Legal Solutions Group, Panel Speakers, Josh Gilliland, Esq., Professional Development Manager of CT Corporation, Sal Mancuso, Litigation Support Director of Willkie Farr & Gallagher, John Schmidt, VP and GM of IKON LDS, Barry Jackson, Executive Director, Davis & Gilbert, Bob Ripp, Manager of IKON Professional Services, Johnnie Jackson, Attorney, consultant and former VP, GC & Secretary of Olin.

Office Operations Management (120 minutes) FR

“Just When you Thought It Was Safe To Go Back Into The Water”.....Advanced Accounting – CLM Study Group

Thursday, June 21, 2007 – 6:00 pm to 8:00 pm

Henry Macchiaroli, CLM, Elaine P. Dine

Financial Management (120 minutes) FR

Pros and Cons of Outsourcing for the Mid-Size Firm – Mid-Size Firm Section

Wednesday, June 27, 2007 – 12:30 p.m. to 2:00 p.m.

Matthew Kirschner, Paychex

Office Operations Management (90 minutes) FR

“Labor Laws” – CLM Study Group

Wednesday, July 25, 2007 – 6:00 pm to 8:00 pm

Tracy Lyn Scala, CLM/SPHR, DLA Piper US LLP

Human Resources (120 minutes) FR

Great Expectations: An Overview of Benefit Programs and What to Expect from Your Plans

Wednesday, September 27, 2007 - 9:00 a.m. to 11:00 a.m.

Susan Sajiun-Fitzharris, CFP, President – United Benefit Consulting, Inc.

Human Resources Management (120 minutes) FR

World Financial Center - “Year End Budget Preparation and Strategic Planning”

Thursday, October 4, 2007 – 8:30 a.m. to 10:30 a.m.

William Brennan, Altman Weil

Financial Management (120 minutes) FR

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A Matter of Exclusion...or Inclusion—Are Diversity Initiatives Against the Rules?

Tuesday, October 16, 2007 – 12:00 p.m. to 2:00 p.m.

Arin N. Reeves, JD, Ph.D.

Human Resources (60 minutes) FR

“Things About Legal Industry That Your Mother Never Told You” – CLM Study Group

Wednesday, October 24, 2007 – 6:00 pm to 8:00 pm

Anthony K. Greene, CRM, CIC, Director, Herbert L. Jamison & Co. LLC.

Legal Industry (120 minutes) R

Rikers Island - “Reception and Mailroom Security”

Tuesday, October 30, 2007 – 8:30 a.m. to 10:30 a.m.

Michael Langanfeld and Timothy Kerner, The Millennium Group.

Office Operations (120 minutes) FR

Successful Business Planning: Think Like an Underwriter and Act Like A Broker – Mid-Size Firm Section

Wednesday, November 7, 2007 – 12:30 p.m. to 2:00 p.m.

Christa S. Rapoport, Compliance Officer, Corporate Synergies

Office Operations Management (90 minutes) FR

Annual Educational Symposium & Exposition

Located at The Warwick New York Hotel

Wednesday, November 14, 2007 – All Day Multi-Session Program

Keynote Address: Unquestionable Leadership

Walter Bond

Leadership Styles (75 minutes) AR

Going Green – How to Build Environmental Sustainability

Panel: Deborah Taylor, AIA, LEED AP, New York City Department of Buildings; Andrew Fuston, IIDA, LEED AP, TPG Architecture LLP; Daniel M. Krainin, Esq., and Nadia Wagner (Moderator), Beveridge & Diamond, P.C.

Office Operations Management (75 minutes) FR

Client Pay Thy Bills – The Human Resources Approach

Judith A. Finnegan, CLM, Rus Miliband & Smith APC

Financial Management (75 minutes) FR

Tricks of the Trade – Making Your PC Work Harder for You

Roberta Gelb, Chelsea Office Systems

Office Operations Management (75 minutes) FR

“Ohm-ing” Your Way to Better Health”

Judith A. Hissong, CLM, Solomon, Grindle, Silverman & Spinella

Stress Management (75 minutes) AR

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Cover Your Assets– Cleaning Out Your Legal Closet and Planning for Elder/Long-Term Care

Judith D. Grimaldi, Esq., Freedman Fish & Grimaldi LLP and Joseph J. Lazzarotti, Esq., Jackson Lewis LLP

Human Resources (75 minutes) FR

The ABCs of Law Firm Financial Management

Barry E. Jackson, CPA, CLM, Davis & Gilbert LLP and Philip F. Veth, Thacher Proffitt & Wood LLP

Financial Management (75 minutes) FR

The Emotional Intelligence Difference & TV's "Boston Legal"

Norm Celotto and Linda M. Goodkin, Ph.D, both of the Hay Group

Interpersonal Skills (120 minutes) AR

"Everything You Always Wanted to Know About Compensation, But Were Afraid to Ask"– CLM Study Group

Thursday, November 29, 2007 – 6:00 pm to 8:00 pm

Tracy Lyn Scala, CLM/SPHR, DLA Piper US LLP

Human Resources (120 minutes) FR

Big Apple Labor Law Tour – "A guided tour through some of HR's most complex areas."

Thursday, December 6, 2007 – 8:30 a.m. to 12:00 p.m.

Panel: Domenique Camacho-Moran, Farrell Fritz PC, Dean L. Silverberg, Epstein, Becker & Green PC and Allen H. Wietzman, Proskauer Rose LLP.

Human Resources (180 minutes) FR

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