
ASSOCIATION OF LEGAL ADMINISTRATORS
Boston Chapter



ALA 5TH ONE DAY EDUCATIONAL CONFERENCE

Where: The Langham, Boston
250 Franklin Street
Boston, MA 02110

When: Thursday, September, 24, 2009
7:30 a.m. to 4:30 p.m.

Reception to follow
4:30 p.m. to 6:00 p.m.
The Langham, Boston

EVENT/SESSION SCHEDULE:

7:30 – 9:00 **Registration & Continental Breakfast**

8:00 – 8:45 **Breakfast Roundtables**

Breakfast Roundtable – Benefits Update

Co-chairs: Peter Wertsching & Dennis Vecchi – Willis HRH

Pete and Dennis will lead a discussion on trends in the benefits arena, including EAP and wellness programs. Their experience and expertise as advisors will make this session a must attend!

Breakfast Roundtable – Labor Law Update

Chair: Christopher Kaczmarek – Littler Mendelson, P.C

Join a discussion on the latest issues in employment and labor law, and obtain the answers to questions you may have regarding employment-related issues.

Breakfast Roundtable – Certified Legal Manager

Co-chairs: Joan Barry Walsh, CLM, Cesari and McKenna, LLP &
Dorothea M. Downey, CLM, Weingarten, Schurgin, Gagnebin & Lebovici

This is the place to be if you are interested in learning more about CLM certification. Come and find out what the CLM Certification Program is all about. You will get answers to these, and any other questions you may have: What must I do and what is required to become certified? How does it benefit my employer or organization and me? How do I get involved in a study group?

Breakfast Roundtable – Healthy Firms in Tough Economic Times – A Roundtable Discussion of Practical Ideas

Panel: Christopher O’Sullivan, CLM, Gesmer Updegrove LLP, Sheila Connors LeDuc, Wolf, Greenfield & Sacks, P.C. & Paul N. Masuret, Casner & Edwards, LLP

One of the primary reasons we belong to the ALA is for the networking opportunities and the opportunity to learn from each other. At this roundtable, administrators from different size firms will moderate a discussion of attendees’ ideas and effective management practices. Regardless of firm size, we face similar challenges and solve similar issues. Come and find out from your peers what really works.

8:45 – 9:00 Session Break

9:00 – 10:15 **Opening Session – Sustainable Communication Skills**

Presenter: **Jenni Prisk**, Prisk Communications

Jenni Prisk will share ideas and methods to help you enhance your communication and negotiation skills and improve your networking opportunities. These skills will sustain you throughout your career and beyond. Join Jenni for this energetic, enlightening and enriching session.

10:15 – 10:30 Session Break

MORNING SESSIONS:

10:30 – 12:00 **Workshop AM – Excel - Tips and Tricks**

Presenter: Pamela Conway, CompWorks Systems, Inc.

Excel is an important application in which we work daily. Yet, because of the vast size of this program, it is hard to know all of its incredible features. This session will show you how to work more efficiently in Excel by introducing you to some under-used or hidden gems found within the program. Come learn shortcuts for navigation; tips for quickly building worksheets; how to create pivot tables to examine data from varying angles; using data functions to sort, filter and view volumes of information efficiently; how to apply conditional formatting to enhance the readability of a spreadsheet and much, much more. Take your Excel use to the next level and beyond!

Session 1A – Embracing Consumer Driven Healthcare & HSA’s – It’s Not as Scary as You Think

Panel Discussion – James Edholm, Business Benefits Insurance, Christopher O’ Sullivan, CLM, Gesmer Updegrove LLP and William D. Sullivan, Sovereign Bank

The panel will discuss health care trends including high deductible health and HSA plans. They will present the pros and cons and walk through a case study. The panel will also discuss the actual experience of one firm moving to a high deductible HSA plan and they will discuss the mechanics of setting up and maintaining the HSA bank accounts for both firms and employees.

Session 1B – Records Management – File Retention

Speaker: Dana C. Moore, Foley & Lardner LLP

Examine the key issues and learn the best practices in managing firm records. This session will give you a clear understanding of the key legal and ethical issues in records management and how to apply successful retention tools and implementation strategies.

Session 1C – Social Networking 101

Speaker: Doug Cornelius, Boston Capital Partners

This session is for those of us who don't know about Social Networking and want to find out what it is and how it is used.

12:00 – 1:30 **Keynote Address and Monthly Luncheon**

TRAVIS ROY, THE TRAVIS ROY FOUNDATION

After suffering through a personal tragedy, Travis found a way to have a fulfilling and productive life while helping others. He speaks of finding inspiration and motivation through difficult times and of giving back through his work with The Travis Roy Foundation.

1:30 – 2:45 **Vendor Stroll and Silent Auction**

2:45 – 3:00 **Session Break**

AFTERNOON SESSIONS:

3:00 - 4:30 **Workshop PM – PowerPoint – Tips for an Effective Presentation**

Presenter: Pamela Conway, CompWorks Systems, Inc.

To be effective, PowerPoint presentations need to be clear, concise, and visually appealing. Presentations must support and clarify your message, not overwhelm the spoken word. Come examine what tools are available to create professional-looking presentations that really communicate. Learn how to turn boring bulleted lists into dazzling graphics; streamline slideshow presentation skills and add animation that supports your message. This session also includes some great tips that graphic designers employ to create highly professional presentations. **“PowerPoint to the people!”**

Session 2A PM – HR Update – Privacy Regulation

Speakers: David M. Felper, Bowditch & Dewey & Shawn Bernard, CISA, Networks Unlimited

In response to security breaches that have been in the news over the last few years, Massachusetts enacted an Identify Theft Law in 2007 and recently established new business regulations intended to prevent breaches that can lead to the exposure of personal information and possible identity theft. The deadline for compliance has now been set at January 1, 2010.

The regulations place specific requirements to safeguard personal information on all businesses that own, license, collect, store or maintain personal information about Massachusetts residents, including current and former clients and employees.

In this seminar, Bowditch & Dewey partner, David Felper, and Networks Unlimited security auditor, Shawn Bernard, will discuss your legal obligations and offer practical guidance to help you meet the fast-approaching legal deadline for compliance.

Session 2B– Fine Tune Your Reporting: Providing the Foundation for Informed Business Decisions

Speaker: Margery L. Piercey, Wolf & Company, P.C.

This session will address what information is pertinent and how to address it in a timely and effective manner to best support the decisions to be made in your firm. Key insights will include how to effectively leverage the time of the attorneys in your firm by presenting the most revealing, concise and clear information about the profitability and financial well-being of your firm, practice or office. This session will include insights regarding budgeting and forecasting best practices.

Session 2C – Social Networking 201

Panel: Doug Cornelius, Boston Capital Partners, Henry Chace, Burns & Levinson LLP & Scott Katz, Burns & Levinson, LLP

Twitter, Facebook, LinkedIn? Find out the latest trends in social networking. Learn the potential benefits, which are appropriate, and useful, in a professional environment, and the pitfalls to be aware of as you deal with the latest “tool” meant to keep us all connected.

4:30 – 6:00 All Member and Vendor Cocktail Reception and Silent Auction Wrap-up

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