



Association of Legal Administrators Boston Chapter

2005-6 Program Agenda

- November 17** **All Day Education Conference**
The Boston Chapter of the Association of Legal Administrators is pleased to announce the Second Annual All Day Educational Conference to be held on Thursday, November 17, 2005
Sponsors: Toss Corporation and Tuttle Printing and Engraving
- November 17** **November Educational Lunch: "First Impressions, Lasting Impressions"**
You have as little as seven seconds after you meet someone to make your first impression, and often that first impression is the lasting impression. People tend to believe their instincts about others are correct, which is why it is so important to get it right the first time. In this interactive session, you will learn the elements of first impressions; the 7-second rule; how to assess your image; how to understand body language; how to use your voice; conversation skills; wardrobe and grooming; business etiquette and networking tips.
- Speaker:** Paula Lyons, Consumer Editor for WBZ-TV4 and "Lyons on the Lookout"
- Location:**
Boston Chapter ALA One Day Educational Conference
Boston Convention & Exhibition Center
415 Summer Street
Boston, MA
- December 8** **Holiday Program**
12:00-2:00 Langham Hotel
Sponsored by ARMS
- January 12** **Negotiating your space lease**
12:00-2:00 Langham Hotel
- February 9** **"Aligning the Stars" or Benefit Cost Containment**
12:00-2:00 Langham Hotel
Speaker: Jay Lorsch (HBS)
- March 9** **Technology policies every firm should have**
12:00-2:00 Langham Hotel
Speakers: Technology panel (Labor attorney/Tech consultant)



April 13

Benefit Cost Containment

12:00-2:00 Langham Hotel

Panel with speakers from the Health insurance industry and member firms

May 4

ALA - Annual Educational Conference & Exposition.

Held at Societe Du Palais Des Congres De Montreal, PQ

May 11

Succession/Transition: Planning for Law Firms

12:00-2:00 Langham Hotel

Speaker: Jim Fairchild (speaker from Natl)

June 4

Managing Partner Luncheon

Speaker: Chief Justice Margaret Marshall