**How to Earn All 10 Hours of CLM Application Credits at 2017 Annual Conference & Expo**

**Plan your sessions to complete the General Education Requirements for the CLM Application.**

**General Education Requirements: 2 hours in each of the following 5 Management Skills Categories:**

1. **Writing Skills,**
2. **Communication Skills,**
3. **Self-Management Skills,**
4. **Organizational Development**
5. **Information Technology.**

**Functional Specialists: In additional to the General Education Requirements, Functional Specialists need an additional 15 hours of education in subject areas outside their area of specialty**. **Subject areas are:** Human Resource Management (HR); Financial Management (FM), Operations Management (OM); Legal Industry/Business Management (LI); and Communication & Organizational Management (CM).

Please note that the CLM logo  in the conference schedule, denotes that the session applies to the General Education Requirements for the CLM application. ALL education sessions can be applied towards CLM recertification, except BOLD Bites, Idea Exchanges and *Business Matters!* sessions.

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| **MONDAY - APRIL 3 2017** | **Start Time** | **End Time** | **Time** | **Management Category** |
| CM10 | Welcome and Keynote: The Manning Playbook for Leadership | 8:00:00 AM | 9:30:00 AM | 60 | Organizational Development |
| LI10 | Marketing on the Internet: A Perfect Marriage of Law, Business Development and Technology | 11:00:00 AM | 12:15:00 PM | 75 | Information Technology |
| OM11 | Office 365 and the Cloud: What You Need to Know About Ethics and Security | 11:00:00 AM | 12:00:00 PM | 60 | Information Technology |
| CM12 | Leadership Is Not a Glass Slipper ... But You Still Have to Make Sure It Fits! | 11:00:00 AM | 12:00:00 PM | 60 | Organizational Development |
| CM11 | Business Writing Blitz: Tackling Grammar, Punctuation and Common Errors | 11:00:00 AM | 12:30:00 PM | 90 | Writing Skills |
| OM13 | Advanced Excel Tips and Tricks | 1:45:00 PM | 3:15:00 PM | 90 | Information Technology |
| CM14 | Old School, New School: Engaging, Retaining, and Managing Change in a Multigenerational Workplace | 1:45:00 PM | 3:15:00 PM | 90 | Organizational Development |
| CM13 | Business Writing: Digital Communication | 1:45:00 PM | 3:15:00 PM | 90 | Writing Skills |
| CM15 | Make Difficult People Disappear: How to Eliminate Conflict and Reduce Stress in the Workplace | 4:00:00 PM | 5:30:00 PM | 90 | Organizational Development |

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| **TUESDAY- APRIL 4, 2017** | **Start Time** | **End Time** | **Time** | **Management Category** |
| OM20 | Hacking: The Threat from Within | 7:30:00 AM | 9:00:00 AM | 90 | Information Technology |
| CM20 | The Happy Hour Effect: 5 Key Commitments to Elevate Your Personal and Professional Success | 7:30:00 AM | 8:45:00 AM | 75 | Self-Management Skills |
| HR22 | Dysfunction Junction: Handling the 10 Most Difficult Law Firm Employees | 10:15:00 AM | 11:15:00 AM | 60 | Communication Skills |
| CM21 | The Realist's Guide to Getting a Grip on Negativity | 10:15:00 AM | 11:15:00 AM | 60 | Organizational Development |
|  | **TUESDAY- APRIL 4, 2017 *(continued)*** | **Start Time** | **End Time** | **Time** | **Management Category** |
| CM22 | Strength-Based Leadership: The 10-80-10 Principle | 10:15:00 AM | 11:15:00 AM | 60 | Organizational Development |
| LI23 | Staying the Course in Times of Change: The Multiple Hats of the Practice Manager in Succession Planning | 10:15:00 AM | 11:15:00 AM | 60 | Organizational Development |
| CM23 | Ally or Adversary? The 3 Secrets to Cultivating Strategic Relationships | 2:45:00 PM | 4:00:00 PM | 75 | Communication Skills |
| HR23 | Understanding and Working Through Racial Microaggressions | 2:45:00 PM | 4:15:00 PM | 90 | Communication Skills |
| CM24 | Leading from All Sides: The Realist's Guide to Leadership | 2:45:00 PM | 4:00:00 PM | 75 | Organizational Development |

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| **WEDNESDAY- APRIL 5, 2017** | **Start Time** | **End Time** | **Time** | **Management Category** |
| CM30 | How to Tell When Someone Is Lying | 8:30:00 AM | 9:30:00 AM | 60 | Communication Skills |
| CM31 | David M. Brezina Memorial Session: Giving Voice to Values: The How of Values-Driven Leadership | 9:45:00 AM | 11:15:00 AM | 60 | Organizational Development |
| CM32 | The Story Teller's Secret | 1:15:00 PM | 2:45:00 PM | 90 | Communication Skills |
| OM32 | A Successful Migration to the Cloud: Preparing for Success | 1:15:00 PM | 2:45:00 PM | 90 | Information Technology |
| HR32 | Reality-Based Accountability: Hardwiring Accountability into Your Workforce and Coaching for Great Performance | 1:15:00 PM | 2:45:00 PM | 90 | Organizational Development |
| HR31 | Executive Presence: How to Achieve Greater Influence in Your Firm | 1:15:00 PM | 2:30:00 PM | 75 | Self-Management Skills |
| CM33 | Captivate: Presentations That Engage and Win Over Today's Distracted Audiences | 3:00:00 PM | 4:15:00 PM | 75 | Communication Skills |