

Association of Legal Administrators

2017 Annual Conference & Expo Continuing Education Tracking Form

Monday, April 3, 2017		Min	Monday, April 3, 2017 (continued)		Min
*±CM10	Welcome and Keynote: The Manning Playbook for Leadership	60	OM13	Advanced Excel Tips and Tricks	90
CM11	Business Writing Blitz: Tackling Grammar, Punctuation and Common Errors	90	*±CM15	Make Difficult People Disappear: How to Eliminate Conflict and Reduce Stress in the Workplace	90
*±CM12	Leadership Is Not a Glass Slipper ... But You Still Have to Make Sure It Fits!	60	CM16	Law Is a Buyer's Market: Transforming Law Firms to Respond to a New Competitive Environment	90
FM10	How to Price for Profitable Legal Services and Build Client Relationships	60	*±FM12	Do You Know What Your 401(k) Is Costing You and Your Firm?	60
**±HR10	Connecting Business Goals to HR Metrics	90	*±HR14	Building Effective Mentoring Programs	90
*±HR11	Maximizing Your Firm's Success in Lateral Hiring	90	*±HR15	Federal Labor and Employment Law Compliance Under the New Administration: Are You Prepared?	75
LI10	Marketing on the Internet: A Perfect Marriage of Law, Business Development and Technology	75	LI14	Doubling Your Practice Through Productization	90
LI11	Burying the Billable Hour: Implementing Value Pricing in Your Firm	90	**±LI15	Leading with Strategy	75
*±OM10	Building Information Risk Management into Your IT Security Program	90	OM14	The Less Paper Law Firm: A Case Study	60
OM11	Office 365 and the Cloud: What You Need to Know About Ethics and Security	60	*±OM15	Disaster Planning and Recovery: Lesson from the Trenches	90
CM13	Business Writing: Digital Communication	90	Tuesday, April 4, 2017		Min
*±CM14	Old School, New School: Engaging, Retaining, and Managing Change in a Multigenerational Workplace	90	CM20	The Happy Hour Effect: 5 Key Commitments to Elevate Your Personal and Professional Success	75
*±FM11	Administering Your Firm's Retirement Plan in a Changing Environment	60	FM20	Time Entry to Cash Receipts ... 8 Steps to Increase Revenue & Partner Profits	60
*±HR12	Replacing the Annual Performance Appraisal Ritual	90	FM21	Working Against the Margin: Cost Recovery in the New Legal Marketplace	60
*±HR13	Examining the HR Trends That Are Shaping Law Firms for the Future	75	*±HR20	The Potential Implications of Trumpcare	75
*±LI12	Generational Marketing: Strategies and Tactics for Engaging Different Generations	75	*±HR21	A Transgender Experience: A Personal Account	90
LI13	Who Should Care About Legal Conflicts of Interest?	60	LI20	Social Media, Digital Marketing Mechanics and More	75
LI16	Essential Sales Lessons that Law Firms Need to Know from Corporate Legal Department Leaders	90	*±LI21	Information Governance: How to Implement Need-to-Know Access and Ethical Walls without Destroying Productivity	60
*±OM12	Establishing and Maintaining a Proactive, Privacy-Compliant Firm	90	*±OM20	Hacking: The Threat from Within	90

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Tuesday, April 4, 2017 (continued)		Min	Wednesday, April 5, 2017		Min
OM21	Operational Excellence: Legal Process Improvement Applied to Business and Administrative Functions	90	*±FM31	Internal Controls and Segregation of Duties: How to Structure in Your Small Firm	60
*±FM22	Client Profitability: Analysis to Action	90	*±HR30	Marijuana in the Workplace	60
*±CM21	The Realist's Guide to Getting a Grip on Negativity	60	*±LI30	Everything You Need to Know About Insurance in 60 Minutes	60
*±CM22	Strength-Based Leadership: The 10-80-10 Principle	60	*±LI31	How to Help Senior Partners and Administrators Transition Out of Practice and Prepare Their Successors	60
FM23	Tips for Significantly Reducing Firm Travel Costs	60	OM30	Design Opportunities for the Next Generation of Law Firms	60
*±HR22	Dysfunction Junction: Handling the 10 Most Difficult Law Firm Employees	60	*±OM31	Social Media, Privacy and Trade Secrets	60
LI22	What You Need to Know Now about Cyber Liability Insurance	75	*±CM31	David M. Brezina Memorial Session: Giving Voice to Values: The How of Values-Driven Leadership	60
LI23	Staying the Course in Times of Change: The Multiple Hats of the Practice Manager in Succession Planning	60	*±CM32	The Story Teller's Secret	90
*±OM22	Wellness: The Pit and the Pendulum ... and the Carrot?!?	60	*±FM32	Payroll Mistakes That Can Land You in Hot Water	75
*±OM23	The Era of Lean Training	60	FM33	Tax Updates and Year-End Planning for Various Entity Types	75
*±CM23	Ally or Adversary? The 3 Secrets to Cultivating Strategic Relationships	75	*±HR31	Executive Presence: How to Achieve Greater Influence in Your Firm	75
*±CM24	Leading from All Sides: The Realist's Guide to Leadership	75	*±HR32	Reality-Based Accountability: Hardwiring Accountability into Your Workforce and Coaching for Great Performance	90
FM24	Incorporating Outside Counsel Guidelines into Your Firm's Billing Processes	75	*±LI32	Alternative Approaches to Secretarial Support	90
*±HR23	Understanding and Working Through Racial Microaggressions	90	*±OM32	A Successful Migration to the Cloud: Preparing for Success	90
*±HR24	ADA and ADA AAA Training for Human Resources	90	OM33	Don't Let the Fine Print Gotchas Get You!	90
LI24	8 Ways Technology Managed Services Can Benefit Your Firm	60	OM34	Conversion: Your Nightmare or Your Daylight!	90
*±LI25	Has Your Company Bridged the Gap Between Human Values and Ethics? Does It Matter?	60	*±CM33	Captivate: Presentations That Engage and Win Over Today's Distracted Audiences	75
OM24	Practical Legal Project Management: Kick-starting an LPM Initiative	90	**±FM34	The Financial Reporting Checklists Every Firm Should Be Doing	75
*±OM25	We've Been Hacked! Now What?	90	*±CM30	How to Tell When Someone Is Lying	60
*±HR25	General Session -- Gray Area Thinking: Understanding Diverse Humans and Welcoming Transgender Attorneys, Coworkers and Clients	60	FM30	Managing the Money: Legal Ethics Related to Trust Accounts	60

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Wednesday, April 5, 2017		Min
FM35	New Money: Managing Law Firm Revenue at Client Intake	60
*±HR33	A Profession on Notice: The Ethical and Liability Case for Why Law Firms Must Get Serious About Substance Abuse	75
LI33	The Tsunami Impact Is Now Here	60
OM35	Surviving an Active Shooter	60
OM36	Mobile Device Security for Today's Technology	60

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