

**Agenda for 3<sup>rd</sup> Annual  
PALS Retreat for New Associates of Color 1/15/10**

<b>Date &amp; Time</b>	<b>Program</b>	<b>Faculty/Resources</b>
<b>Day 1</b>		
8:30 a.m. – 9:00 a.m.	Breakfast	
9:00 a.m. – 9:30 a.m.	<b>Welcome</b> <ul style="list-style-type: none"> <li>• motivational</li> <li>• overview of program</li> <li>• goals;</li> <li>• take aways</li> </ul>	<b>Timothy Lynch</b> , PALS Chair
9:30 a.m. – 10:30 a.m.	<b>Making the Transition</b> <ul style="list-style-type: none"> <li>• from law student to lawyer;</li> <li>• skill set required to be a successful business lawyer (characteristics of successful lawyers);</li> <li>• maximizing law school skill set;</li> <li>• what are the expectations of first year associates?</li> <li>• how do you know when you “get it”?</li> <li>• time management</li> <li>• working with legal assistants, secretaries and other support staff</li> </ul>	<b>Sheila Boston</b> – Partner, Kaye Scholer LLP
10:30 a.m. – 10:45 a.m.	Break	
10:45 a.m. – 11:45 a.m.	<b>Making the Transition continued</b> <ul style="list-style-type: none"> <li>• understanding the client’s business;</li> <li>• business acumen;</li> <li>• giving bottom line advice</li> <li>• judgment</li> <li>• confidentiality; talking in public places, sharing info with family and friends, etc.</li> </ul>	<b>Timothy Wilkins</b> , Freshfields (corp) <b>Trey Muldrow</b> - Akin Gump (corp) <b>Donna Gordon</b> , Dewey & LeBoeuf (litig)
11:45 a.m. – 12:45pm	<b>Memos, Briefs and other Written Communications</b> <ul style="list-style-type: none"> <li>• tie in with “Making the Transition”</li> <li>• legal memos targeted at non-lawyers or mixed audiences</li> <li>• e-mails: review difference between business and personal emails; e.g. proper spelling, lack of slang, clarity, etc. sending and receiving jokes, pictures, etc. , being alert to “reply all”; etc.</li> </ul>	<b>Dianne Rosky</b> - Rosky Legal Writing
12:45 p.m. – 2:00 p.m. Lunch	Keynote Speaker on Success a Law Firm and Developing Relationships/Understanding Client Expectations – <b>(limit speaker to 30 minutes)</b>  (1:15 – 1:45)	<b>Hazel-Ann Mayers</b> , Vice President, Assistant General Counsel, Litigation and Chief Compliance Officer, CBS Corporation

Date & Time	Program	Faculty/Resources
2:00 p.m. – 3:15 p.m.	<p><b>Selected Ethical Issues in Law Firm Practice</b></p> <ul style="list-style-type: none"> <li>• <b>Work Product</b></li> <li>• <b>Privileged Information</b></li> <li>• <b>Confidentiality</b></li> </ul> <p>Focus will be on ethical missteps that new associates stumble on unawares (Including Examples).</p>	<p><b>Sylvia Chin</b> – Partner, White &amp; Case LLP</p>
3:15 p.m.– 3:30 p.m.	<p><b>Break</b></p>	
3:30 p.m.– 5:00 p.m.	<p><b>Tips for Success</b></p> <ul style="list-style-type: none"> <li>• anecdotes on navigating law firm life</li> <li>• recovering from mistakes</li> <li>• mentors</li> <li>• early impressions – do they matter?</li> <li>• work habits</li> <li>• face time</li> <li>• work/life balance</li> <li>• career management/exit opportunities</li> <li>• clerking after starting at a law firm</li> <li>• blackberry/voice mail</li> <li>• how to ask questions</li> <li>• developing expertise in a subject matter</li> <li>• scheduling vacations, dealing with personal time conflicts, illness, disability</li> <li>• concerns about discrimination, harassment, etc.</li> <li>• complaints: when, how, and to whom to make them</li> <li>• getting, interpreting, and dealing with feedback</li> <li>• English as a second language issues-written and oral</li> <li>• ask panel any question</li> <li>• in light of the changed climate at firms - ways in which associates can maximize any sort of down time they may have while at the firm, ie., taking advantage of pro bono opportunities that exist in their particular practice area.</li> </ul>	<p>Moderated by  <b>Taina Rodriguez</b> – McDermott Will &amp; Emory  <b>Rizwan “Rizzy” Quereshi</b> – Reed Smith  <b>Taja-Nia Henderson</b> – Arnold &amp; Porter  <b>Lissa Bourjolly</b> - Jones Day  <b>Estela Diaz</b> – Akin Gump</p>