



Orange County

A Chapter of the Association of Legal Administrators

Leadership Conference

The Board is Here to Help You Lead at Every Level

Friday November 14, 2014

10:30 am to 5:00 pm

Hosted Reception & Mixer to follow



**advanced
depositions**

17752 Skypark Circle, Suite 100, Irvine, CA 92614
855.811.3376

LIFETIME LEADERSHIP... LEAVING YOUR LEGACY



Just exactly what is leadership, and what is the difference between being a manager and a leader? When we ask people to define leadership, we rarely get the same response twice. However, most people agree that leadership is a quality necessary for anyone who has to accomplish objectives with and through people. From our perspective, regardless of your title, to be a leader, you must have followers. The question then becomes, what causes people to follow others?

This one hour, interactive keynote program provides leaders with an in-depth look at the difference between managing employees and leading inspired, fully engaged team members. In addition to skill building activities and real life examples, Peter Stark will share conclusions based on extensive research of over 300 organizations and 100,000 employees' opinions. You'll leave this presentation armed with the knowledge of what great leaders do differently to create a working environment where employees love to come to work.

KEY TOPICS:

- Identify the characteristics of great leaders who inspire employees to follow them
- Leadership and power . . . where does the power come from?
- The critical role that vision plays in leadership
- The importance of communicating the right stuff at the right time
- Recognizing and rewarding your star players
- Using on-going feedback to increase accountability
- Building an environment where continuous improvement and innovation are expected and rewarded
- How to turn a "problem attitude" into a "no problem" philosophy
- Develop an action plan detailing what you will do to take your leadership to the next level, earning followers and leading an inspired, engaged team

Itinerary



REGISTRATION

\$65 - Members • \$75 - Non-Members

Registration and Payments: www.orangecountyala.org

All attendees will receive the following two books by Peter Stark & Jane Flaherty:

- *The Competent Leader*
- *The Only Leadership Guide You Will Ever Need*

Agenda

Chapter Leadership Portion (Chapter Members Only)

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| 10:30-11:00 | Registration for ALA Members Only |
| 11:00-11:45 | Chapter Overview – Panel of Current Board Members
Getting to know the Nuts and Bolts of How Our Chapter Runs |
| 12:00-12:45 | Lunch – Break Out Tables by Board/Extended Board Position
Lifting the Veil – Learning about the OC-ALA Board and Extended Board Positions |

Leadership Conference Official Start

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| 12:30-1:00 | Registration for Non-ALA Members & Business Partners |
| 1:00-2:00 | Keynote Peter Stark |
| 2:15-3:00 | Break Out One Building A High Performance Team |
| 3:00-3:45 | Break Out Two Servant Leadership - Jane Flaherty |
| 4:00-5:00 | Closing Peter Stark |

Getting to **K**now the NUTS & BOLTS of How Our Chapter Runs



Chapter members are invited to venture behind the scenes to learn what it takes to run our successful chapter and how it all comes together. Topics of discussion include:

- Governance: Why have By-Laws? What are Standing Rules? Why are Playbooks important? Where can I find the board & extended board job descriptions? What is the role of a board liaison?
- Planning: Does the chapter have a strategic plan? Is there a leadership succession plan? How do we transition positions?
- Chapter Finances: Who sets the chapter budget? What is our fiscal year?
- Business Partners: Why do we need them? Could we have a chapter without them?
- Mentorships: How do I become a mentor? How do new members find mentors?
- Communications: How do we keep in touch with our members?
- Education: How do we find good speakers and who oversees what programs are offered?
- The Legal Community: How do we connect with other legal groups? OCBF (Project SELF) , OCBA, LMA and Community Connection
- Membership: Where do we find new chapter members? Who can become a member of ALA and OC-ALA?
- Networking Events: Who pays for them? How do we decide what to do?
- Chapter Calendar: Who determines the chapter calendar?
- Chapter Assistant: Why do we have a chapter administrative assistant and what are the duties?
- Managing Partner Events: How do we involve our firm management teams?
- Benefits of Membership: Why participate? What do members and firms gain?

LIFTING THE VEIL

Learn about the OC-ALA Board & Extended Board Positions



- Curious about serving on a particular board or extended board position?
- Wondering where your skills and talents could best be utilized by the chapter?

Join us for these informative roundtable discussions facilitated by chapter members who will share some of the responsibilities, common challenges and many benefits they experienced from serving the chapter. There are several ways you can contribute and make a difference by being an active member. We continue to need volunteers to keep our chapter strong. Come learn, grow and polish your leadership skills in a safe environment with colleagues who support you. Think of the new knowledge and confidence you will be taking back to your firm!

Five Breakout Discussions:

1. **Elected Board Positions – 4 year commitment:** Vice President, President Elect, President, Past President and Director at Large
2. **Elected Board Positions:** Secretary, Treasurer Elect, Treasurer and Director of Membership
3. **Extended Board Positions – EVENTS:** ACES, Community Connection, Economic Survey, Legal Secretary Course and Project SELF
4. **Extended Board Positions – SECTIONS:** Finance & Technology, Human Resources, Small Firm, Large Firm/Branch Manager and Speakers-General Meetings
5. **Extended Board Positions – ONGOING COMMITTEES:** Website, Newsletter, Networking, CLM Study Group, By-Laws/Historian, Business Partner Relations and Bar Relations

Breakout Session One

Building a High-Performance Team



Teams are an important part of any organizations structure and play a large role in achieving common goals. During this session you will learn the key principles and specific actions needed to build great teams. These principles and actions will help you develop a team-oriented environment that fosters creativity and innovation and generates productivity. You will learn to coordinate efforts so that you can achieve organizational goals effectively, efficiently, and enjoyably!

You *can* feel part of an interconnected and successful team that achieves common goals and shares in great success.

- Identify the five critical factors for team success
- Recognize the stages of team development and apply information to your team
- The key to effectively dealing with a difficult or ineffective team member
- Create and implement strategies to enhance team cohesiveness and effectiveness

Breakout Session Two

Servant Leadership

Servant leadership is a unique blend and balance of leader and servant. This break-out session is designed for anyone who wants to learn more about the power of being a servant leader.

KEY TOPICS:

- Identify the key characteristics of a servant leader
- The importance of humility to enhance your relationship power and downplay your position power
- Foster a work environment that cultivates a culture of trust and inclusion
- Design actions to help individual team members grow and encourage overall commitment to teamwork



Peter Barron Stark

Peter Barron Stark, CSP, is a consultant, speaker, author, and creator of The Manager's Toolkit. For the past twenty-four years, clients have been partnering with Peter and his team on projects and services such as employee engagement surveys, leadership and employee training, and executive coaching, to build organizational cultures where employees love to come to work and customers love to do business. Visit www.peterstark.com to learn more about Peter and his team and to sign up for his leadership newsletters.



Jane Flaherty

Jane Flaherty is a noted consultant, speaker, and author. For the past twenty years while working with the Peter Barron Stark Companies, Jane has had the privilege of working with more than 200 leading organizations. She has co-authored nine books, and created The Manager's Toolkit. Prior to joining Peter Barron Stark Companies, her career took her around the world for fifteen years as an educator and administrator for the Department of Defense, working in diverse locations such as the Philippines and Germany.