



The Northern Virginia ALA Newsletter



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The Northern Virginia ALA Newsletter is published bimonthly by the Northern Virginia Chapter of the Association of Legal Administrators. Send comments and content ideas to:

Brenda Hansen
Jackson Lewis LLP
8614 Westwood Center Dr.
Suite 950
Vienna, VA 22182
Tel: (703) 821-4307
Fax: (703) 821-2267
e-mail:
hansenb@jacksonlewis.com

PRESIDENT'S COLUMN

by Kevin O'Hare

Former Beatle George Harrison once observed, "If you don't know where you're going, any road will take you there." On any given day we know how true that may be! As administrators we are faced with multiple challenges and

distractions coming from a variety of sources - attorneys, staff, space, building management, etc. It can be easy to sometimes feel lost and without a compass - unless you are an active member of ALA! Our membership in ALA is a valuable asset in dealing with those challenges that we face. ALA offers its members access to a wide variety of resources for legal administrators - educational opportunities, best practices, market trends, and national job bank among other benefits. In our Chapter you have the additional benefit of having a wide range of colleagues who know exactly what you are going through and can offer a sympathetic ear!

We have a lot of talent and potential in our Chapter. We are challenged by being so spread out with members located in Alexandria, Arlington, Falls Church, Fairfax, Prince William County, Reston and Tysons Corner. This presents a challenge on how we can energize our members and get their participation in the Chapter. I would love to hear from our members and get their ideas on how we can improve the Chapter. I can be reached at (703) 641-4291 or at kohare@reedsmith.com. I also hope each of you will consider getting involved in some way - attend a Chapter meeting, write an article for the newsletter, or

join a committee. I look forward to hearing from you soon.

The end of the year will be upon us soon - check the website and newsletters for the upcoming Chapter meetings. Make sure you note the Chapter Holiday Party at Maggiano's December 9th!

Continued on page 12

You're Invited to a

CRAB FEAST

When: August 19, 2004 | 6:00 p.m. - ????

Where: Captain Pell's
10195 Lee Highway
Fairfax, VA

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Attire: Ultra Casual



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MANAGEMENT INNOVATIONS¹

TAKE BACK YOUR TIME AND TURN IT INTO ACTION

Woe the managers who get snagged by overwhelming demands, for they become prisoners of sticky webs they inadvertently create themselves. Many managers take demands (reasonable and unreasonable) for granted - simply responding to them, but rarely questioning whether they make sense or whether they could be reshaped.

In their new book, "A Bias for Action," Heike Bruch and the late Sumantra Ghoshal offer specific steps to help managers take back their time and turn it into productive action. Among them: Develop an explicit personal agenda by coming up with a precise and well-defined idea of what you want to achieve in your job. Then, no matter what else you do, make time to forward this plan. Rather than becoming just another distraction, such a plan allows you to integrate the diverse, loosely related goals for your short- and long-term responsibilities into one broad master plan.

Another important step is to structure contact time. Yes, it's all well and good to have an open-door policy, but leave it open at set times, and make it clear you won't be disturbed at others. People catch on quickly and will respect your time. (HBS Working Knowledge 17 May 2004)

For more information visit:

http://hbswk.hbs.edu/item.jhtml?id=4128&t=career_effektivness

ALA Teleseminars

September 29, 2004

Managing the Law Office Complainers, Bullies and Curmudgeons

Connie Merritt

Connie Merritt Productions

October 19, 2004

Ensuring Law Office Computer Security

Morris Schorr, CLM

Silverberg & Ames

Panel: TBD

For more information, or to download a sample clip from a previously aired teleseminar, visit:

www.alanet.org/teleseminars.

If you are interested in hosting a Teleseminar paid for by the Chapter, for our Chapter members, please contact Kevin O'Hare kohare@reedsmith.com.



TECH NOTES

By Alan D. Currin

Security Problems Sitting on Your Network

As a firm administrator, you have probably been dealing with the issue of firm and computer systems security on a regular basis. This means you have also been the victim of numerous mind-numbing discussions of technical security solutions and strategies. There seems to be an endless array of technical solutions and an increasing complexity to putting together a comprehensive security solution. As an administrator, you may not be able to put together the technical solutions yourself, but you are likely the one responsible for one of the greatest security threats: **people**.

IT professionals often joke about how easy their jobs would be if only there were no people involved. It is a ridiculous concept, but it does highlight an area that we find ignored in many environments. While firms spend significant funds on technical solutions to protect the firm from users, they expend very little, if any resources on educating staff on how to stay out of trouble. If you can't recall the last time your computer users received a training session on acceptable computer use, you should consider the value of short courses on acceptable use.

Acceptable use training focuses on:

- Definition and description of Internet security threats
- Examples of possible results of security exploits that can be caused by computer users
- Education for staff on ways to recognize and avoid potentially harmful Internet sites
- Ways to recognize when a machine has been compromised and the steps to take
- Specifically defining acceptable computer use as defined by your firm's computer use policy
- Communication of possible consequences to staff of unacceptable use

Whether you develop an acceptable use training course or utilize training from a consultant, you will likely realize a complete return on investment for training if you successfully avoid even one security exploit on your network.

You probably spend a lot of time, energy and money dealing with security issues that sit on the edge of your computer network where it meets the Internet. Consider seriously, spending some of your resources on the significant security risk that sits between the keyboard and the chair.

Alan D. Currin is a Senior Consultant with Compass Computer Services, Inc. in Northern Virginia.

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Compass Computer Services, Inc. is proud to be a charter partner of the Northern Virginia ALA vendor partnership program.

Compass Computer Services, Inc. is a technology consulting and integration firm based near the Dunn Loring Metro in Fairfax, Virginia. Compass provides a wide range of computer-related services for law firms, including technology consulting, network design, implementation, support and Web hosting and development.

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Mark Your Calendars!

November 5-6, 2004

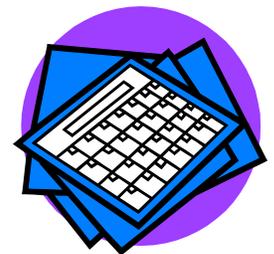
ALA Regions 1 & 2 Educational Conference & Exposition Disney's Contemporary Resort Orlando, Florida.

March 4-5, 2005

Virginia Statewide ALA Retreat at the Boars Head Inn, Charlottesville, Virginia.

April 18-21, 2005

The ALA 34th Annual Conference, the "Gateway to Your Success," will be in historic [San Francisco](#)! More than 100 educational sessions will be offered, along with first-rate entertainment and networking events.





Living Abroad in the Middle East

Marcie Cedor is the Office Manager of Patton Boggs LLP in Northern Virginia. The Northern Virginia office was established in January, 2000. Marcie has been with Patton Boggs LLP since September 1985. She first began her career as a legal secretary, moving into the world of information systems and technology, to where she now calls her "second home" in Tyson's Corner.

While a secretary at PB, Marcie was able to experience a whole new world in the Middle East. For a period of more than 5 years, on and off, she traveled to Abu Dhabi, the capitol city of the United Arab Emirates, where she worked for a client of the firm. While some would not feel comfortable traveling to the Middle East, particularly in light of our country's present state, there were no fears. Marcie found the culture both exciting and challenging. She also found that you do not realize speaking the English language, the "business language of the world", is an extreme benefit to living abroad.



At first the different culture was a shell shock. Marcie explains that ten years ago people were not overly concerned with the extremists that may be planning to carry out attacks against Westerners and oil workers in the Persian Gulf region. However, U.S. citizens were always reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. Marcie explains that each Friday is

recognized as the holy day, therefore the working schedule was Saturday to Thursday, 8:00 am to 7:30 pm. The office was a myriad of people from different cultures, which included the responsibility of interfacing with U.A.E. vendors. It also consisted of approximately 20+ employees from several surrounding Middle Eastern countries, to England.

Men wear their traditional Dishdashas and women wear Abayas. These pieces of clothing are customary for the nationals, and in a climate where it reaches as high as 130 degrees, it is the perfect attire. It is also a country of extreme poverty and extreme wealth. There are many expatriates who came from other Muslim countries to work and send money home to loved ones.

Ramadan is a unique experience, particularly abroad in a Muslim country. Ramadan is the ninth month of the Muslim calendar. It is during this month that Muslims fast. Ramadan is a time when Muslims concentrate on their faith and spend less time on the concerns of their everyday lives. It is a time of worship and contemplation. As a westerner, you are expected to honor and respect this religious month. Eating and drinking is quite challenging for any westerner, as Muslim's do not eat or drink anything from sun up to sun down.

Marcie was also able to take advantage of many other unique daily pleasures, particularly, the Souk. The Souk is an outside market that sells just about anything you want to buy from fine fabrics, gold, spices, rugs, clothing, toys and much more. She took advantage of the beautiful fabrics and custom tailors. Marcie also had the opportunity to become a certified scuba diver, diving in the Persian Gulf. In addition, riding a camel is not as easy as it looks! The experiences and adventures remain a lifetime of amazing memories!

ALA Specialized Educational Programs

[Law Firm Profitability Enhancement Program Webcast](#)

Tuesday, September 21

Find and maximize your firm's financial strengths with this interactive seminar offered via Webcast. Intended for principal administrators in small and mid-sized firms, financial specialists and those new to the profession, this seminar includes a CD-ROM featuring a self-contained, comprehensive Microsoft Excel® spreadsheet program, which makes profitability analysis quick and easy.

To Register Visit: www.alanet.org

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Gunston Level - \$1,000

*Juris
Davis Carter Scott, Ltd
Oce!Business Services*

Mount Vernon Level - \$500

*State Street
Premiere Conferencing
All-State Legal*

The NOVA ALA Vendor Partnering program's primary goals are to:

- ❖ build positive relationships between vendors and law firm administrators
- ❖ continue to offer our members special events (such as seminars and retreats), a high caliber of speakers at our monthly meetings
- ❖ provide opportunities to send more members to the annual National and Regional conferences.

If you have vendor contacts that you would like to be invited to join our program, please email Pam Walker, pwalker@hunton.com the following information: Contact Name, Company Name, Address, Telephone Number and Fax Number.

Please patronize our vendor partners!

ALA's Mission Statement

Improve the quality of management in legal services organizations;

Promote and enhance the competence and professionalism of legal administrators and all members of the management team; and

Represent professional legal management and managers to the legal community and to the community at large.

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For more information, please contact:

Valerie C Robbins
703 637 7590
vrobbins@beersandcutler.com

John T Niehoff
202 449 4224
jniehoff@beersandcutler.com

David D Leith
202 449 4201
dleith@beersandcutler.com
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CONGRATULATIONS!!

Diana L. Glazer Earns Certified Legal Manager (CLM)SM Designation



The Association of Legal Administrators (ALA), the credentialing body of the Certified Legal Manager (CLM)SM Program, is pleased to announce that Diana L. Glazer, Human Resource and Legal Recruiting Administrator of Hunton & Williams, LLP has earned the official designation of Certified Legal Manager (CLM)SM and the right to carry the letters CLM after her name.

The Certified Legal Manager (CLM)SM Program is the only certification program in the legal management profession. The voluntary Program allows any qualified legal administrator to demonstrate, through a comprehensive examination process, a command of the core areas of knowledge identified as key to a legal administrator's effective job performance. Diana successfully sat for the examination on May 16, 2004.

Diana is the second member of our Chapter to earn the prestigious CLMSM title, the only other member being a former past president, Deanna Fortkort, now retired.

Earn Your CLMSM Designation!

Distinguish yourself among your peers and position yourself for even greater success as a legal management professional by becoming a Certified Legal Manager (CLMSM). The application deadline for the next CLMSM exam is **September 24, 2004**. The next exam will take place **November 4 in Chicago, Los Angeles and Orlando** (in conjunction with the Regions 1 & 2 Conference).

For more information on the Certified Legal Manager (CLMSM) program, visit www.alanet.org/clm.

ALA EXECUTIVE COMMITTEE Excerpts from the Minutes June and July 2004

Locations: Squire, Sanders & Dempsey (June); Jackson Lewis LLP (July)

Kevin O'Hare presided over both the June and July meetings.

Treasurer's Report: The financial reports, including the budget report, meeting attendance report and paid dues report, for June and July were distributed. As of June 30, 2004, there was a balance of \$15,608.93. Discussed Debbie Stickles attendance at the recent CLI Meeting in Orlando, FL and plans for attendance at next years' meeting. EC discussed chapter meeting dues and expenses associated with the upcoming state-wide retreat.

Secretary's Report The February, April, May, and June minutes were reviewed and approved.

Hospitality Report: Discussed the recent resignation of the Hospitality Chair and the need to find a replacement. Aurora Quasebarth will be the temporary hospitality chair until we find a replacement. Discussed the two upcoming social events for July and August and confirmed that all arrangements will be made.

Membership Report: Aurora Quasebarth suggested we use the new state members listing in the ALA magazine as possible member targets for our chapter. Further discussed splitting up the list of prospective members to invite them to the July and August Happy Hours.

Newsletter Report: Discussed timeline for future editions of the Newsletter. Also discussed suggestions for new articles. Brenda Hansen encouraged submission of original articles. Discussed copyright issues and providing credit to authors of articles. Feedback from the members was discussed.

Education Report: The 2004 calendar is complete. The 2005 calendar is being worked on. Discussion of a "round table" format to address IT issues at the January 2005 meeting. Also discussed other topics for 2005 meetings.

Webmaster Report: Discussion of the progress of the website.

Regional Council Rep. Report: Tempie Tavernier reported on the annual conference in Philadelphia and noted that tapes from the conference are available. Tempie also reported on the upcoming state-wide retreat at Boar's Head Inn in Charlottesville, VA.

Vendor Partnering Report: The timeline associated with next vendor partnering mailing was discussed. No new vendor partners at this time.

Past-President's Report: Discussed December's holiday lunch and the accommodations at Maggiano's. The Judges', comments for our chapter's entries in the National Awards program was distributed. Discussion of potential new members' role with the EC. Also a discussion of combining the Hospitality Chair position and the Education Chair positions.

President's Report: Discussed the Law Firm Vendors Association 1st Annual "Duffer's Classic" hosted by Washington Express, the July and August Chapter Happy Hours. Also discussed if a Managing Partners event would be a good idea. Discussion of the Teddy Bear/Backpack project through the Arlington Police. Also discussed creating a Job Bank hosted by the chapter for staff and administrative positions.

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**Help Support
Arlington County Police
Department's
Teddy Bears and
Backpacks Program**



The Arlington County Police Department collects new backpacks and teddy bears to give to children whose parent or parents are incarcerated. Often times the backpack is all the child has to keep their belongings in as they are moved into foster care or to other family arrangements. The teddy bear provides great comfort to a child facing such a stressful situation.

The Chapter's Annual Teddy Bears and Backpack Drive starts at our September 23, 2004 Chapter Meeting and runs through the November meeting.

Please bring a new backpack or teddy bear to any future Chapter meeting or contact an Executive Committee member for more details.

ALA National/International Events

Law Firm Financial Management Conference and Exposition

November 18-20, 2004

The Fairmont Chicago
Chicago, Illinois

Join us in Chicago for an unprecedented educational experience. Be a part of ALA's first Law Firm Financial Management Conference and Exposition. Geared specifically for legal financial professionals and principal administrators of small- to mid-sized firms, this is an exceptional opportunity to enhance your financial management skills. *For more information, visit www.alanet.org/finance*

Corporate/Government Fall Forum

October 13-15, 2004
Millennium Knickerbocker Hotel
Chicago, Illinois

ALA's Corporate/Government Fall Forum is the only educational event dedicated to the specific needs and challenges of corporate, government and non-profit law department administrators. Sessions at this year's Forum include, E-mail Retention Policies, Benchmarking, Hiring Right the First Time and Protecting Your Law Department from eDisasters. There will also be ample time at this Forum devoted to Idea Exchanges and networking. For more information, call (847) 267-1252.

Intellectual Property Retreat

September 30-October 1, 2004
Westin Harbour Castle
Toronto, Ontario

This retreat is the only educational event devoted solely to IP legal management professionals. A variety of information-packed and cutting-edge sessions will help you broaden your knowledge base with timely facts and figures specific to IP management. For more information, call (847) 267-1252 or visit: www.alanet.org/ip.



Looking to Reduce Costs? – Three Areas to Examine²

by John F. Seidel

Whether you operate your support services area (mail, copy, fax, records, etc.) with an in-house group or outsource these functions, you could save substantial hard and soft dollar costs by reviewing how your organization handles the following three areas:

1. Off-Site Records Storage

In many organizations this area has become a major expenditure these days. As most of you would agree, the age of the "paperless office" has never come to fruition and probably won't for the foreseeable future. Often times, large organizations, with multiple offices in various cities, are utilizing a variety of off-site storage facilities and vendors. The result is that they are not able to leverage the best possible pricing for storage and there are also no consistent procedures in place throughout the different locations. Many organizations I am working with are taking a hard look at their off-site records storage situation and are looking for ways to cut costs and improve overall service. Most often this is done by setting up a competitive bidding situation between the various vendors in this industry. I always recommend reviewing your existing contracts, with particular attention being paid to the pricing structure, service level requirements and cancellation provisions. You should try to determine if it is possible to position yourself to select one vendor for all locations. After determining which vendors could best meet your needs at your locations, prepare a detailed Request of Proposal (RFP) and solicit competitive bids from the vendors. Please be sure to include any cancellation penalties that might be called for in

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the contract and also any permanent removal charges or "hostage fees" that might occur if you were to change vendors and remove files. Since the records storage industry is so competitive these days, it is not uncommon for a competing vendor to offer to pay either all or some of these "hostage fees" if they can gain your new business, and even if you stay with the same vendor, competition will often drive those charges way down. What is important to have in this process is accurate benchmarking data to compare the vendor's prices to. Your existing pricing is not always accurate data. You should use a third party source to determine what an organization your size should be paying for offsite storage and drive the vendors to that price, regardless of their initial or current pricing levels. You would be amazed at how much potential savings there is in this area if you go about it the right way. Even if multiple vendors are selected to serve the different cities, a competitive bidding process will allow you to obtain consistent terms and conditions, as well as consistent pricing throughout all of your locations. Many of my clients have been able to save hundreds of thousands of dollars by following this review and RFP process for off-site records storage.

2. Off-Site Copying

If your organization has a manned on-site copy center, as much work as possible should be produced on-site and not sent to other vendors for off-site reproduction. Generally, the only time work should be sent off-site is if there is not adequate equipment to produce the work on-site (color, oversize, etc.), or there is an inability to meet a production timeline and a new deadline cannot be negotiated. If work is often sent off-site due to inadequate features on the current equipment you have, a cost comparison should be done to compare the cost of upgrading your equipment versus what you are paying on the outside to have the work done. If manpower on-site is an issue, explore the costs of adding additional personnel to handle the workload. Many times companies are not meeting the minimum base copy volumes of either their maintenance or outsourcing agreements, but are still sending very basic work

off-site that could, and should, be produced in the copy center. In reality, if you are not meeting the minimum volumes called for in your contracts and still sending work off-site, you are paying for the copies twice. If work must be sent off-site, a Request for Proposal (RFP) should be prepared allowing outside vendors to compete for your business. The result of the RFP process should be the establishment of a primary and secondary off-site vendor with contractually agreed upon price points for each type of work. All work should then be coordinated through the on-site copy center allowing them to make the determination of where it is reproduced. Originators of the work within your facility should be highly discouraged from contacting outside vendors directly, and outside vendors should never be permitted to roam through the building soliciting work. Substantial savings can be obtained by approaching your off-site reproduction in this manner.

3. Incoming Facsimile Transmissions

If your organization has a centralized incoming fax area, with multiple incoming fax machines, and several people assigned to monitor and deliver the hardcopy faxes throughout the building, it is time for you to consider an incoming facsimile server. There are several excellent products on the market which will allow all of your incoming traffic to be received in a queue and routed electronically to the recipient's desktop. If a hardcopy is needed by the individual receiving the fax, they can simply print a copy from their PC. All centralized incoming fax machines can be eliminated, and the only manpower requirement is for someone to monitor the server and direct the faxes electronically to the desktop. Some users require the person monitoring the server to first manually log the incoming fax before it is distributed, but this only takes seconds, and is certainly much less time consuming than delivering the hardcopy in person. A second step to the centralized fax server would be the establishment of Direct-In-Dial (DID) fax numbers for each employee in your organization. This will allow for the electronic delivery of incoming faxes directly to their desktop, bypassing the centralized server. There is no intervention required by any

personnel with the DID method of receiving a fax. Many electronic safe guards can be put in place (printing hardcopy after certain hours, rerouting from desktop to main server, etc.) to assure that an incoming fax is never left unattended. Although the electronic method of receiving incoming facsimile traffic is often a cultural change within an organization, you simply need to add up all the costs of incoming hardcopy fax machines, and the labor associated with delivering them, to determine if it is something your group should consider implementing. All the clients I work with that now use fax servers and DID numbers have saved thousands of dollars each month and would never go back to the old hardcopy method. It might be worth a look.

Although these three areas may not apply directly to your organization, hopefully at least one does, and you will begin to realize some of the substantial savings available.

John F. Seidel is the Vice President of Business Development, Mattern & Associates, LLC.

Welcome New Members

Robert Kotwicki

Office Manager
Shoun Bach
rkotwicki@shoun.com



Marilyn Mickelson

Firm Administrator
Wickwire, Gavin
mmickelson@wickwire.com

Christine White

Director of Legal Resources
Wilmer Cutler
chriswww@aol.com

*Architecture that
Builds your Business*

The advertisement features a black square on the left with the names 'DAVIS', 'CARTER', and 'SCOTT' in white, separated by small squares. To the right are two photographs of modern office interiors: one showing a reception area with a desk and another showing a conference room with a long table and chairs.

Architecture and Interior Architecture

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HOW TO GET THE MOST OUT OF YOUR ORIENTATION PROGRAM

By Tracy M. Ferry

Orienting new employees to your law firm is a key element in completing the hiring process and ensuring a smooth transition into your organization. Too often, this necessary process is neglected leaving new employees frustrated and possibly even running for the door. An organized orientation program will:

- **Reduce anxiety**-the employee will feel well-prepared and part of the team from the get go.
- **Reduce turnover**- when a new hire is provided with all of the information and resources to help settle in with ease, he or she will feel valued by the organization.
- **Reduce time spent troubleshooting**-the employee will be able to get up to speed quickly and comprehensively without constantly interrupting coworkers and supervisors when questions arise.

Depending upon the size of your organization, you may have various departmental resources to assist in the orientation program (ex. Human Resources, IT, Accounting,) Whether you are in a large company with these resources available or a small one, it is ultimately the supervisor's responsibility to make sure each part is completed. Orientation involves not only integrating new staff into your organization, but will help your new staff hit the ground running. The staff orientation will eliminate your attorneys becoming frustrated since they will not have to communicate day-to-day procedures in order to get their work accomplished. There are a number of ways this can be accomplished.

Orientation Guidelines

It is often our instinct to toss new employees into the fray and immediately get them working. This can happen when a position has been open for a few days or weeks and there is a backlog of work. Avoid this problem by establishing an orientation schedule. The following are some suggested steps to ensure a positive orientation experience for both the employee and your firm:

Plan Ahead

•Outline an orientation program for your new hire and identify what members of your team can help you to get your new hire trained? What is their role in your firm and what procedures, processes or knowledge can they pass along to your new hire? Once you've determined who should be asked to be a key orientation participant,

think of reasons why they would benefit helping you with new staff orientation. Sometimes the best people to help you are hesitant due to time restraints and may need you to remind them that new hire training will save them time in the long run. Plan to meet with them a few days prior to your new every new hire orientation to develop a personalized orientation program for the new employee. This program should involve the orientation/training activities for the first 90 days.

- Create a checklist. This will help you and your new hire stay on top of what they know and what they don't. Organize the checklist with priority training issues on top. What issues must be covered in the first week? First 30 days? By the end of 90 days? Plan to meet with your new hire on a regular basis to review and discuss your expectations and their performance along the way. We often observe that candidates we place usually don't know what their employers think of them until a problem is uncovered. An orientation planning program will allow your new hire the opportunity to work on weak areas before it becomes a problem.



Conversation Prior to New Hire's first day

- It is important for the employee to feel prepared for that first day on the job. Before the start date, be sure to review a few issues, such as dress code, hours, what to expect during orientation, and what materials will be needed to complete Human Resources documents.

Topics to cover in the first week

•**Overview of Organization**-history, departmental managers' names and contact information, organizational structure, values of the organization, management style, expectations of employees, and map of the office.

•**Benefits**- medical, life, disability, 401K, flexible spending, direct deposit, transportation, leave, and social events.

•**Employment Policies**-confidentiality, complaint procedure, diversity, equal opportunity and nondiscrimination, sexual harassment prevention, smoke free workplace, workplace conduct, inclement

weather, time and attendance, job postings, referral bonuses.

•**Procedures-** billing, leave requests, performance reviews, grievance, overtime, payroll, security access, safety and evacuation plans.

•**IT-**email, network, passwords, help desk information

•**Phone-**voicemail, long distance

Additional suggestions....

•**Provide a list of frequently asked questions** – include appropriate contact names and numbers

•**Assign a mentor to your new employee-**This should be someone patient, experienced with the firm, and aware of the responsibility involved before accepting the role.

•**Conduct a team building session-**Many firms find it beneficial to organize a teambuilding activity involving the new employee, the supervisor and coworkers. The purpose is to help the new employee be quickly accepted by the existing members of the team and to provide the team's perspective on what's most important for the new employee to know in order to be successful and fit in well. These sessions are often held during lunch and take about an hour to complete. The supervisor, or a member of the HR department, usually facilitates the session.

•**Ask for feedback-**send out an evaluation form after 90 days to see what would have made the transition easier.

Tracy M. Ferry is Executive Director at TRAK Legal in McLean, Virginia. TRAK Legal specializes in temporary and direct legal hires and has a division dedicated to library and records placement. If you would like more information, please contact Tracy Ferry directly at 202-659-2990.

Continued President's Message...

We are also going to be sponsoring - once again - our "Teddy Bears and Backpacks" drive in conjunction with the Arlington County Police. We would ask that those attending the September meeting (9/23/04 at the Tower Club) (or any thereafter) bring a teddy bear and a backpack. The Arlington Police use these when a child is taken out of a domestic situation. The backpack and the teddy bears are a source of comfort in a troubled situation - please help us by contributing to this cause. At our Holiday Party we will again be raising funds for the Alexandria Police Department's COPS program - a community-policing project. We will also be supporting the Lions' Club Eyeglass Recycling Center with their

used eyeglass collection, repair and distribution in October. Look for more information and details on these efforts in the near future.

Nova Chapter Executive Committee	
President – Kevin O’Hare	kohare@reedsmith.com
President Elect- Deborah Stickles	dmstickles@venable.com
Vice President- LeAnn Cruse	lcruse@mwzb.com
Secretary – Deborah Tomme	dtomme@ssd.com
Treasurer – Deborah Stickles	dmstickles@venable.com
Education/Program Chair – Diana Glazer	dglazer@hunton.com
Membership Chairs- LeAnn Cruse & Judith Weltmann	lcruse@mwzb.com judith.weltmann@haledorr.com
Webmaster – Scott Kovalski	skovalski@hunton.com
Immediate Past President- Aurora Quasebarth	aquasebarth@wickwire.com
Regional Council Representative – Tempie Tavenner	ttavenner@katzandstone.com
Vendor Partnering – Pam Walker	pwalker@hunton.com
Newsletter Editor – Brenda Hansen & Cass Mullane	hansenb@jacksonlewis.com cmullane@nmpattorneys.com

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**IS SUCCESS HAZARDOUS TO YOUR HEALTH?<sup>3</sup>**

The recent death of James Cantalupo, CEO of McDonald's International, cast new interest on the health of high-level executives. There has been a number of deaths and/or heart attacks of prominent executives in recent years (Roberto Goizueta, Chairman of Coca-Cola, Dave Thomas, founder of Wendy's, Mike O'Callaghan, Chairman of the Las Vegas Sun).

CEOs have long been identified as hard-working and driven personality types; Type-As with a constant diet of stress, rich foods and sedentary lifestyle. Though it may look a life of luxury for those looking in, it is often 80-hour workweeks, exhaustive travel and demands on free time for charity and community events.

While anecdotal evidence has been around for years that the CEO title may be hazardous to your health, there is new evidence that this may be true. For the past nine months, a CT scanning company in Florida, BodyView, has been offering free CT scans to CEOs as

a marketing tool in hopes that others in the company will also want to pay \$2,200 for a scan.

According to BodyView, more than 155 CEOs have completed the scan. The findings indicate that 38 percent had evidence of coronary disease, 10 percent had serious coronary disease and 6 percent needed immediate surgical intervention. This compares to just 6 percent with severe coronary disease for all men tested in this age group, according to James Stannard, BodyView's Managing Director.

Some things you can do to protect you and the organization:

- o Skip the fancy meals. Most are fat laden, rich foods in large portions. Instead, consider the advice of Ira Lipman, CEO of security guard company Guardsmark. Lipman, who underwent triple bypass surgery in 1996, faxes his "Culinary Likes and Dislikes" to hotels and conventions. The fax includes a long list of fruits, vegetables and fish and omits red meat, eggs and butter.

- o Schedule the yearly physical. The only way to truly know your own physical status is through routine blood work and a cardio work up. Make sure you know your key numbers (total cholesterol, LDH/HDL and triglycerides). Monitoring these values will give you a lot of information about your risks. Early intervention through medication and lifestyle changes can prevent problems from ever becoming clinical issues.

- o Lighten up. Experts have long held the belief that Type-A personalities had more heart disease and cardiovascular problems. But researchers have identified, in recent years, that it is not the hard-driving aspects of personality that cause the problem. All personality types that harbor anger and hostility are more likely to develop heart disease. It is critical that you handle frustration and stress in a positive manner using humor and a healthy perspective. As Charles Bell of McDonald's was quoted last fall, "I don't get stressed. I give stress."

- o Put exercise on the calendar. If you don't schedule and measure it, it won't happen. Ira Lipman exercised at least one hour on a treadmill at 3.8 miles per hour a total of 245 days last year. How often did you? Schedule exercise right in your calendar and count miles, calories, or repetitions to make sure you stay on task. One half hour per day is a minimum.

- o Have a succession plan. A sudden loss of a leader can paralyze an organization. While no one likes to think about the possibility, failure to plan can damage a company's image, performance and morale. Establish the succession team and groom future leaders. Make

sure they have the experience needed to handle changes.

Remember, there is no point in working your way to the top unless you are around to enjoy the view.

Source: Barbara Bartlein, R.N., M.S.W., President of Great Lakes Consulting Group, LLC: <http://www.successmatters.org>.

| Executive Committee Meetings |                |                                             |                                                             |
|------------------------------|----------------|---------------------------------------------|-------------------------------------------------------------|
| Date                         | Place          |                                             |                                                             |
| 9/7                          | Millen, White  |                                             |                                                             |
| 10/5                         | Katz & Stone   |                                             |                                                             |
| 11/2                         | Wickwire Gavin |                                             |                                                             |
| 12/7                         | Reed Smith     |                                             |                                                             |
| Membership Meetings & Events |                |                                             |                                                             |
| Date                         | Time           | Place                                       | Topic                                                       |
| 8/19                         | 6:00 pm        | Crabhouse/<br>Captain Pell's                | Crab Feast                                                  |
| 9/23                         | 12:00 pm       | Tower Club                                  | Communication:<br>Attraction &<br>Retention of<br>Employees |
| 10/21                        | 6:00 pm        | Wilson,<br>Sonsini,<br>Goodrich &<br>Rosati | The New ALA<br>Survey: Law<br>Firm Real Estate<br>Decision  |
| 11/18                        | 12:00 pm       | Hunton<br>Williams                          | Network Security                                            |
| 12/9                         | 12:00 pm       | Maggiano's                                  | Holiday Party                                               |

<sup>1</sup> This article is reprinted with permission of the author, and was originally published in the "ALA Currents" dated June 3, 2004.

<sup>2</sup> Reprinted with permission from *Disclosures*, the newsletter published by the Maryland Chapter of the Association of Legal Administrators, September/October 2002.

<sup>3</sup> This article is reprinted with permission to the author, and was originally published in the "ALA Currents" dated July 1, 2004.



# ALA NOVA Chapter Calendar of Events

## ***September***

- 7 Executive Committee Meeting**  
Location: Millen, White  
Time: 12:00 noon
- 23 Chapter Meeting**  
Topic: Communication: Attraction & Retention of Employees  
Location: Tower Club  
Time: 12:00 noon

## ***October***

- 5 Executive Committee Meeting**  
Location: Katz & Stone  
Time: 12:00 noon
- 21 Chapter Meeting**  
Topic: The New ALA Survey: Law Firm Real Estate Decision  
Location: Wilson, Sonsini, Goodrich & Rosati  
Time: 6:00 p.m.

## ***November***

- 2 Executive Committee Meeting**  
Location: Wickwire Gavin  
Time: 12:00 noon
- 18 Chapter Meeting**  
Topic: Network Security  
Location: Hunton Williams  
Time: 12:00 noon

## ***December***

- 7 Executive Committee Meeting**  
Location: Reed Smith  
Time: 12:00 noon
- 9 Chapter Meeting**  
Topic: Holiday Party  
Location: Maggiano's  
Time: 12:00 noon

**For more information concerning these meetings, please contact any of the Executive Committee Members. Thank you.**