

## NOMINATION FORM

### 2010 ANNUAL NCWBA PUBLIC SERVICE AND OUTSTANDING MEMBER PROGRAM AWARDS

**Name of project**

Hit the Ground Running: Practical Skills You...

**Name of sponsoring women's bar association**

Women's Bar Association of DC

**Address**

2020 Pennsylvania Avenue, NW, Suite 446,  
Washington, DC 20006

**Number of members:** 700

**Name and position of contact person:**

Consuela Pinto, President

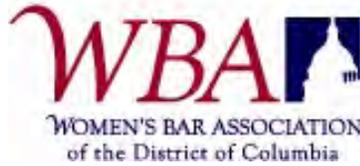
**Address of contact person (if different than that of sponsoring group):**

**Telephone/E-mail:**

c/o Carol Montoya @ 202-639-8880  
consuelapinto@verizon.net

**The nomination materials may be mailed or e-mailed to be received no later than Friday, January 29, 2010.**

*Andrea Carlise*  
*NCWBA Awards Chair*  
*Patton Wolan Carlise LLP*  
*1999 Harrison Street, Suite 1350*  
*Oakland, CA 94612*  
*E-mail: [acarlise@pwc-law.com](mailto:acarlise@pwc-law.com)*



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Ex-Officio

Via Email

January 29, 2010

Andrea Carlise, NCWBA Awards Chair  
Patton Wolan Carlise LLP  
1999 Harrison Street, Suite 1350  
Oakland, CA 94612

**Re: 2010 Outstanding Member Program Award**

Dear Ms. Carlise:

On behalf of the Women's Bar Association of the District of Columbia (WBA), I nominate our 2009 *Hit the Ground Running: Practical Skills You Need to Succeed* program for the 2010 Outstanding Member Program Award. The Law Student Project of the WBA's Initiative on Advancement and Retention of Women held this full-day, hands-on training program for third-year law students and judicial clerks on February 7, 2009. As described more fully in the attached narrative, this innovative and unique program utilized both lectures and small group applied learning workshops to provide training in three skills critical for success: effective communication, self promotion, and building internal and external networks.

I had the pleasure of working with WBA Board Member Linda Chanow, then the Director of Research for the Project for Attorney Retention and Past WBA President Karen M. Lockwood, then a partner at Howrey LLP, to develop this program. The program was designed to address a need that was identified during Phase I of the WBA's Initiative on Advancement and Retention of Women: women lawyers traditionally learn critical skills necessary for success too late in their careers to have an impact. This finding was underscored by new research that shows that women lawyers have a short period of time when they begin their legal careers, in some cases just 12 weeks, to develop the relationships necessary for success.

Drawing from Ms. Chanow's substantive knowledge regarding women in the profession and Ms. Lockwood's background as a NITA Trial Practice Instructor, we designed the curriculum and created comprehensive faculty guides. We then trained the faculty members on both the substantive skills

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and how to critique participants. The faculty included approximately 40 practicing attorneys from the Washington DC legal community. (Attachment 1: List of Faculty Members.)

Professional trainers conducted group lectures on effective communication and self promotion skills. After each group lecture, the students were divided into small working groups led by two faculty members. During these breakout sessions, the students had an opportunity to practice the skills taught during the preceding lecture and receive constructive feedback from faculty members. The students ended the day with a lecture on networking skills presented by a senior practicing attorney. This presentation was followed by a speed networking reception. (Attachment 2: Program Description.)

Feedback from the event was extremely positive. Faculty members reported that participants showed substantial improvement in their skills. For instance, one faculty member described how the first time the students in his group performed the communication skills exercise they "completely missed the mark" but when they performed the exercise the second time (after being critiqued) the students "nailed it." Student feedback included:

*"The critiques were extremely helpful and practical. Now I know what I need to work on."*

*"The event opened my eyes to so many things. Thank you, thank you, thank you."*

*"Sometimes I feel overwhelmed and think there is no way that I will be able to do it all. Today, seeing so many successful women, I think that it is possible."*

Students left energized and eager to launch their careers. Many faculty members commented that the program helped them to sharpen their own skills.

This program can be easily replicated by other bar associations and law schools. Indeed, Ms. JD with the assistance of Ms. Chanow featured this program at its annual conference on November 20, 2009. (Attachment 3: Letter from Jessie Kornberg, Executive Director, Ms. JD) As the Co-Chair for this event as well as the current WBA President and Chair of the Initiative, I would be pleased to assist other women's bar associations interested in implementing this program.

Founded in 1917, the WBA is one of the oldest and largest voluntary bars in metropolitan Washington, DC. Today, as in 1917, we continue to pursue our mission of maintaining the honor and integrity of the profession; promoting the administration of justice; advancing and protecting the interests of women lawyers; promoting their mutual improvement; and encouraging a spirit of friendship among our members. In furtherance of our mission, the WBA has 25 Committees and Forums focused on 10 areas of law, every sector of employment, including Solo & Small Practice, Corporate Counsel, Government and Non-Profit, as well as a number of general interest groups such as Working Parents, Career Development, and Community Projects among others.

The crown jewel in our member programming is our groundbreaking and nationally recognized Initiative on the Advancement and Retention of Women launched in 2006. Phase I involved a series of conferences that addressed three key questions relating to the retention and advancement of women in law firms: What do DC firms and women lawyers perceive to be the stumbling blocks to their mutual success in moving more women farther faster? What are DC firms doing already to keep and promote women? And, can we use the answers to those two questions to discern new ideas and better ways to stem the departure of women from law practice? The results of these conferences and a roadmap for success are reported in *Creating Pathways to Success* (WBA 2006).

In Phase II, the WBA convened a day-long summit that addressed the dwindling number of women of color in law firms. We challenged lawyers, law firms, law schools, and bar associations to lead the profession and the nation on inclusion through productive dialogue and discussion. The WBA's second Initiative report published in May 2008, *Creating Pathways to Success for All*, surveys the literature, presents findings from the Summit, and details action-steps that all stakeholders with an interest in this issue – law-firm leaders, lawyers, clients, law schools, and bar associations – can undertake to stem the attrition of women of color from law firms. (The 2006 and 2008 reports are available on-line at [www.wbadc.org/Initiative](http://www.wbadc.org/Initiative).)

On March 10, 2010, the WBA will launch Phase III of its groundbreaking Initiative with a day-long Summit entitled *Navigating the Corporate Matrix: Advancing Women In-House Counsel*. The WBA's Task Force on Advancement and Retention of Women, with advice and input from an Advisory Board of nationally recognized experts in the field and in-house counsel from a range of industries, will identify the challenges to advancement that our in-house colleagues experience and develop strategies for overcoming those barriers. We will tie together our findings and solutions in our third report, *Navigating the Corporate Matrix*, due for publication in May 2010.

We appreciate your consideration of this submission. Should you have any question, please feel free to contact me directly at (202) 693-5288 or [consuelapinto@verizon.net](mailto:consuelapinto@verizon.net).

Sincerely,

A handwritten signature in cursive script that reads "Consuela Pinto".

Consuela A. Pinto  
President

## ATTACHMENT 1: FACULTY LIST

### TRAINERS

Linda Bray Chanow, Executive Director, Center for Women in the Law, University of Texas School of Law

Karen Lockwood, President, The Lockwood Group (also served as a faculty member)

Paula Monopoli, Professor of Law, University of Maryland School of Law

Bizunesh Scott, General Counsel and Secretary, Golfsmith International Holdings, Inc.

MJ Tocci, President, Fulcrum Advisors and President, Trial Run Inc.

### FACULTY MEMBERS<sup>1</sup>

#### **Ferdose al-Taie**

U.S. Department of Justice, Antitrust  
Division - Litigation II

#### **Patricia G. Butler**

Howrey LLP

#### **Cynthia Carrasco**

Hispanic National Bar Foundation

#### **Laura Holloway Carter**

Verizon

#### **Paulette E. Chapman**

Koonz, McKenney, Johnson DePaolis &  
Lightfoot LLP

#### **Jill Dash**

American Constitution Society for Law &  
Policy

#### **Jennifer Duane**

Women's Bar Association Foundation

#### **Tracy-Gene G. Durkin**

Sterne, Kessler, Goldstein & Fox P.L.L.C.

#### **Janet M. Evans**

Federal Trade Commission

#### **Lesley Fair**

Federal Trade Commission

#### **Trina L. Fairley**

Crowell & Moring LLP

#### **Craig Goldblatt**

WilmerHale

#### **Valerie Grab**

Legal Aid Society of the District of Columbia

#### **Yolanda L. Hawkins-Bautista**

Howrey LLP

#### **Stephen S. Hill**

Howrey LLP

#### **Heather L. Hodges**

Crowell & Moring LLP

#### **Melinda Holliday**

U.S. Department of Homeland Security

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<sup>1</sup> Faculty member's affiliations are current as of the time they participated in the program.

**Lisa B. Horowitz**  
McDermott Will & Emery LLP

**Kim Michele Keenan**  
The Keenan Firm

**Jenny Kim**  
Koch Industries

**Holly E. Loiseau**  
Weil, Gotshal & Manges LLP

**Jennifer Maree**  
Patton Boggs LLP

**Lorelie (Lorie) S. Masters**  
Jenner & Block LLP

**Elizabeth B. McCallum**  
Howrey LLP

**Jennifer K. McDannell**  
Howrey LLP

**Thomas L. Mills**  
Winston & Strawn LLP

**Alethia N. Nancoo**  
Hogan & Hartson LLP

**Gregory Olaniran**  
Stinson Morrison Hecker, LLP

**Monica G. Parham**  
Crowell & Moring LLP

**Consuela A. Pinto**  
Center for Worklife Law

**Richard A. Ripley**  
Howrey LLP

**James J. Sandman**  
District of Columbia Public Schools

**Gina L. Simms**  
United States Attorney's Office District of  
Maryland

**Annamaria Steward**  
UDC David A. Clarke School of Law

**Robin Thorner**  
University Legal Services

**To-Quyen T. Truong**  
DowLohnes PLLC

**Schonette Walker**  
Maryland Office of the Attorney General

**Melvin White**  
McDermott Will & Emery LLP

**Benjamin F. Wilson**  
Beveridge & Diamond PC

**Yvonne Williams**  
Miller & Chevalier Chartered

**Joanne Young**  
Kirstein & Young, PLLC

## ATTACHMENT 2: PROGRAM DESCRIPTION

**Linda Bray Chanow**, then the Director of Research, Project for Attorney Retention, now the Executive Director of the Center for Women in the Law at the University of Texas School of Law, kicked off the substantive discussion with a presentation on the skills needed to become partners and key leaders within the legal profession. Ms. Chanow dispelled common myths (such as the myth of meritocracy) and stressed the importance of proactively seeking out high-quality assignments and mentoring relationships. She concluded with a discussion of strategies for balancing personal and professional responsibilities over the course of a career.

**MJ Tocci**, President, Fulcrum Advisors and President, Trial Run Inc., presented a lively lecture on communication skills. She advised the participants to know their audience and to tailor the content and delivery of their remarks to that audience. She discussed the interplay of physical presence, gestures, speech style, and listening skills in effective communications and how little things (such as adding "I believe" to statements) can undermine a speaker's credibility. The participants then adjourned to small group sessions where they fine-tuned their communication skills by completing a brisk learn-by-doing exercise that mimicked a situation in practice - reporting research results to a partner. In advance of the Conference, participants received a "closed" research file on the Lilly Ledbetter Fair Pay Act of 2009 and were instructed to prepare a 2-minute presentation to brief the partner on the legislation for an important first meeting with a new client. Participants were then asked to report on their research and thinking to the faculty member who was acting as the partner for the exercise. Faculty members provided individualized critiques to each participant on her presentation style and organization. Participants then repeated their presentations.

No time was wasted at this event. The participants moved directly from the communications breakout session to the lunch program that focused on mentoring. The participants were seated at tables with senior, mid-level and junior lawyers where the discussion focused on the value of mentoring, including the various types of mentors, how to find a mentor and the responsibilities of a good mentee.

**Paula Monopoli**, Professor of Law, University of Maryland School of Law, kicked off the afternoon with an informative presentation on essential self-promotion skills for women lawyers. Professor Monopoli explained the connection between self promotion and being valued. She discussed how women are often reticent to take and receive credit. Professor Monopoli then provided strategies for becoming more comfortable with, and effective at, self promotion. Following Professor Monopoli's presentation, the participants once again met in small groups with faculty members to apply the skills from the lecture. The participants were asked to write a brief statement about a recent achievement and then to read the statement out loud. Faculty members critiqued the presentations for self-editing and whether their speech was clear and definitive or elliptical and self-effacing. The goal of the exercise was to get the participants accustomed to talking about themselves, a skill that women often struggle to develop.

**Bizunesh Scott**, former Counsel at Patton Boggs, LLP, now General Counsel and Secretary, Golfsmith International Holdings, Inc., concluded the substantive portion of the day with a presentation on tips

for maximizing networking opportunities, working a room, and appropriately exiting a conversation. Participants then practiced these skills in a series of speed networking sessions where pairs of participants rotated between three different faculty members. The day ended with an open networking event, where the energy and enthusiasm of both the participants and faculty was evident, as many stayed past the published ending time.

## ATTACHMENT 3: LETTER FROM MS. JD



**Ms. JD**

A California Non-profit Public Benefit Corporation  
[www.ms-jd.org](http://www.ms-jd.org)

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January 27, 2010

Dear Ms. Carlise,

On behalf of Ms. JD, I write to support the nomination of 2009's *Hit the Ground Running: Practical Skills You Need to Succeed* program for the 2010 Outstanding Member Program Award. Ms. JD held this full-day, interactive workshop for third-year law students, judicial clerks, and deferred associates on November 20, 2009, in Chicago, as part of our annual conference for women in law.

The day was divided into three skills-building programs: presentation, networking, and self-promotion. Each section of the day started with a lecture from one of three instructors (Lauren Rikleen Stiller, Karen Lockwood, and Jane Pigott). Linda Chanow, the day's primary facilitator, provided guidance throughout the day and a cohesive force both in substance and procedure. I had the opportunity to listen in on her remarks and the three lectures and I can say unequivocally that this was one of the best presentations of its kind. The advice was to the point, concrete, and practical.

Better still was what followed: breakout sessions with experienced faculty working on the very skills discussed by each lecturer. Our faculty was comprised of Chicago's top practitioners, including senior partners from Skadden Arps, McGuireWoods, DLA Piper, Sidley Austin, Latham & Watkins, and Kirkland & Ellis. Our student participants came from over 30 schools across the country. This diverse and accomplished group was unanimous in their assessment of the program.

After her presentation skills breakout session, Keisha Stanford, a 3L at Stanford Law School told me, "that was the most valuable thirty minutes of my entire legal education. Today I actually became a better lawyer." These sentiments were echoed repeatedly. Sarah Dunn Davis, deferred from Cravath after a clerkship on the 6<sup>th</sup> Circuit Court of Appeals, has been living in New York City and regularly attending similarly-branded events there to prepare for her first year as an associate. She also told me this was the best of these experiences both in content and impact. Mark Prager, a partner at Foley & Lardner flew in from Los Angeles to participate. In the morning he was feeling the jet lag, but before he left he pulled me aside to mention how impressed he was with the students' improvement in such a short time. He called the program "essential for the success of any junior associate."

I am hoping to replicate the program at future events. In four years of work for Ms. JD, this is a highlight, the kind of experience that makes me feel like my work does make a difference in women's success.

I appreciate your consideration of this submission. Should you have any question, please feel free to contact me directly at (917) 444-8991 or [kornberg@gmail.com](mailto:kornberg@gmail.com)

Sincerely,  
Jessie Kornberg  
Executive Director, Ms. JD

## PHOTOS FROM HIT THE GROUND RUNNING: PRACTICAL SKILLS YOU NEED TO SUCCEED

