

2001:

**Women's Bar Association of Illinois**  
Women Everywhere: Partners in  
Service Project.

**Lawyers Club of San Diego:**  
Women's Resource Fair.

2000:

**Hillsborough Association for  
Women Lawyers**, Tampa, Florida - for  
Domestic Violence Injunction  
Assistance Project.

1999:

**Women's Section of Birmingham  
Bar Association**, Alabama for its  
partnership with the Birmingham  
YWCA.

1998:

**Capital District Women's Bar Assn.**,  
Albany, NY - for a program providing  
representation to victims of domestic  
violence.

1997:

**Women's Law Section of Maine  
State Bar Assn.** - for breast cancer  
awareness program.

**Women's Law Center of Maryland**,  
for its Legal Forms Helpline.

1996:

**Mary Leonard Law Society**, Salem  
Oregon - for "Race Judicata" annual  
run/walk event.

1995:

**Association for Women Attorneys,  
New Orleans, Louisiana** - for "adopt-  
a school program."

1994:

**Women's Bar Association of  
Massachusetts:** "Framingham  
Project."

**Lawyers' Association for Women**,  
Nashville, Tennessee - for truancy  
early intervention program.

For more information on  
prior award winners,  
please visit our website:  
[www.ncwba.org](http://www.ncwba.org).

## NOMINATION FORM

### 2009 ANNUAL NCWBA PUBLIC SERVICE AND OUTSTANDING MEMBER PROGRAM AWARDS

Professional Development Academy  
Name of Project

Georgia Association of Black women Attorneys  
Name of sponsoring women's bar association

423  
Number of members

P.O. Box 4381  
Address

Atlanta

Georgia

30302

City

State

ZIP

Jadawnya Butler Student Programs Chair  
Name of contact person Position

The Butler Law Group ; 2625 Piedmont Road Suite 56-128  
Address of contact person

Atlanta

Georgia

30324

City

State

ZIP

404.841-1042

Telephone (contact person)

E-mail: jbutler@butlerlawgroupllc.com

The nomination materials may be mailed or e-mailed, to  
**be received no later than January 30, 2009, to:**

Sarah J. Crooks  
Perkins Coie LLP  
1120 NW Couch St., 10<sup>th</sup> Floor  
Portland, OR 97209-4128  
[scrooks@perkinscoie.com](mailto:scrooks@perkinscoie.com)



**GEORGIA ASSOCIATION  
OF BLACK WOMEN  
ATTORNEYS'  
2009 NCWBA PUBLIC  
SERVICE AND  
OUTSTANDING  
MEMBER PROGRAM  
AWARD APPLICATION**



**GEORGIA ASSOCIATION OF BLACK WOMEN ATTORNEYS'**  
**2009 NCWBA PUBLIC SERVICE AND OUTSTANDING MEMBER PROGRAM**  
**AWARD APPLICATION**

**Description of the Georgia Association of Black Women Attorneys**

The Georgia Association of Black Women Attorneys ("GABWA") was founded in 1981 by a group of African American women, including the Chief Justice of the Supreme Court of Georgia and other renowned jurists in the Georgia community, who desired to form a voluntary bar organization that would focus on women and children's issues, increase black female representation in the judiciary and in public offices, and take a proactive stance on political issues. Today, GABWA enjoys its growth to over 400 members, which encapsulates all persons, regardless of race or sex that share GABWA's mission "to nurture, support and galvanize the power of Black women attorneys, advocate for women and children and empower our communities."

GABWA spearheads several programs to assist women and children. Some of GABWA's major contributions to the local community include the "AIM Back to School Blowout," where GABWA contributes school supplies to children of incarcerated mothers filling book bags with age-appropriate school supplies and presenting them to the children at a party hosted in conjunction with Forever Family, Inc.; the Sister-to-Sister Mentoring program in which teenage and middle school aged girls referred by the Fulton County Juvenile Court are mentored; awarding annual scholarships to female students who attend one of the five Georgia law schools; the Health and Wellness Expo sponsored in conjunction with the Restorative Justice Center of the Atlanta Municipal Court, which serves to educate the community about medical conditions that disparately impact African-Americans; numerous monthly community service projects targeted towards women and children; and the mentorship and development of women law students through annual programs. GABWA also has a great impact on the political community through its very influential Political Action Committee, which is aimed at supporting and electing individuals with agendas that aid and support women and children. During years in which local elections are held, GABWA sponsors debates, other political fora, and disseminates slates of its political endorsees to educate the public about the candidates.

GABWA, with the assistance of Clark Atlanta University's Instructional Media Center, also produces a television show entitled, "Legally Speaking," which provides general information and education on a broad range of legal topics to the community. Members also support law students through resume and interviewing workshops and an

annual Blue Jeans Brunch that introduces law students to the organization's leaders and members. In addition, GABWA hosts periodic book club meetings, an annual fashion show, and several networking receptions.



## **Description of GABWA's Professional Development Academy**

Through a number of mock interviews and programs offered to area law students, GABWA's leadership came to realize that our students were lacking some of the integral skills of being a practitioner – skills that included, but far exceeded courtroom etiquette. As well-seasoned attorneys, we knew that our students needed to be prepared for the unspoken protocol that made the difference between those who simply practice law and those who through their practice serve and impact the community. Thus, GABWA's Professional Development Academy ("PDA" or the "Academy") was founded in the Spring of 2008 to ensure that GABWA's law student members were primed for the legal profession they were entering by being fully prepared, educated, and aware of the ethical and professional responsibility facing them.

To qualify for the Academy, an applicant must: 1) be an active, dues paying member of GABWA; 2) be in their second year, third year, or fourth year (if applicable)<sup>1</sup> of law school in Georgia, or have been practicing law for less than four years; and 3) submit an application including their resume, references, and a statement of interest. After the submission of applications, all applicants are interviewed, voted upon, and then selected. To date, all applicants who interviewed were accepted.

The Professional Development Academy is a four-week intensive training program that meets on Wednesday evenings from 6:30 p.m. to 8:30 p.m. and Saturday mornings from 9:00 a.m. to 11:00 a.m. PDA is offered twice a year, generally in the Spring and Fall Semesters. The sessions are broken down into one-hour segments with two presenters per session. The hour-long segments dedicate forty minutes to faculty presentations and twenty minutes to questions and answers. Students are required to be prompt and dressed in business attire. No more than two absences are allowed for students to be eligible for graduation. Students are encouraged, as an initial lesson of the Academy, to build a network amongst one another and the faculty members.

Through the two hour classes held twice a week, PDA focused on every topic of development from "Organizational Skills," "Projecting the Proper Image," and "Becoming a Resource" to "Courtroom Etiquette," "Continually Learning," and "Community Service." The classes were intended to be of an intimate size to encourage honest dialogue between the faculty and students. As opposed to the formal leadership academies that are generally offered, PDA was created to be a more familial and candid

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<sup>1</sup> Georgia State University School of Law and Atlanta's John Marshall School, offers a part-time program where the curriculum extends for four years.

environment where students are able to ask questions as open as, whether hosiery must be worn in the courtroom, to how to gain and maintain a mentor.

At the outset of the Academy, the Committee designed to create the Professional Development Academy, which included seven females and one male, developed a list of courses designed to facilitate the transition from law student to practitioner and leader. Courses such as "Continually Learning" were designed to instill the importance of developing an expertise, learning something new, learning things outside of the law, carefully selecting CLE courses, and building a personal library. Only after each course was solidified, did the Committee undertake the task of choosing the faculty. As a Committee, we brainstormed who in the legal community best exemplified each lesson. Accordingly, we made a list and set out to contact each potential faculty member who ranged from partners in major law firms, to judges, television personalities, county district attorneys, personal stylists, general counsel in Fortune 500 companies, and community activists.

The most unique aspect of the Professional Development Academy is the fact that it is free. All of the faculty members serve for free and the students only promise their commitment to participate.

In its inaugural year, the Academy has graduated two classes totaling thirty-one female and three male law students and young practitioners. The first graduating class included one of the Committee members, which demonstrates the level in which the Committee believed in their Academy. The success of the Academy resounds in displays of student gratitude, as demonstrated in newsletter articles, the increase of applicants from the first semester to the second, and the Committee's choice after incessant urging to offer the Academy twice a year as opposed to annually.

GABWA is proud of its Professional Development Academy and the effect that it has had on our young law students and practitioners. The documents used in executing the program follow as an aid to those organizations desiring to make a similar impact on the law students in their communities.



**GEORGIA ASSOCIATION OF BLACK WOMEN ATTORNEYS'**  
**2009 NCWBA PUBLIC SERVICE AND OUTSTANDING MEMBER PROGRAM**  
**AWARD APPLICATION**

# The Academy's Spring 2008 Documents

Application Information  
Course Schedule  
Attendance Sheet  
PDA Committee Members  
Faculty Profiles  
Suggested Reading List  
Completion Ceremony Program



## ***GABWA Professional Development Academy Application Information***

We are pleased to announce the Georgia Association of Black Women Attorneys Professional Development Academy. The purpose of The Academy is to provide serious and intense professional and personal development to GABWA members (both women and men) beginning their career in the legal profession. The Academy is open to GABWA members who are in their second year, third year, or fourth year (if applicable) of law school in Georgia, as well as those women who have been practicing law less than four (4) years.

The Academy is structured in a manner that will allow its students to receive the maximum amount of professional and personal training. However, the students must be fully committed to participating in The Academy. The Academy training sessions will consist of: a four (4) week training program; classes will be two (2) days per week: Wednesday and Saturday; two (2) hours per class; Wednesday classes will be held from 6:30 p.m. - 8:30 p.m.; Saturday classes will be held from 9:00 a.m. - 11:00 a.m.; class size will be limited to 10 to 20 students; and upon completion of the training a graduation will be held and a Certificate will be given to each student.

There will be a number of topics discussed in The Academy. The curriculum has been developed with the goal in mind to make each student a well rounded professional. Each student will finish the program with the basic tools to allow them to handle themselves in the most professional settings, build professional relationships, and further their careers. The following are some of the topics that will be taught: A Winning Attitude; Understanding What You Are Selling; The Key to Following Up; Working a Room; Continually Learning; Projecting the Proper Image; Proper Etiquette; Organizational Skills; Finding a Mentor; Networking; and Marketing.

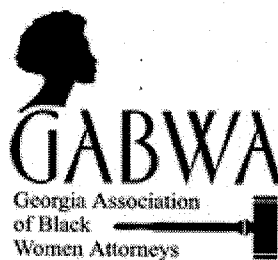
The faculty will consist of lawyers, judges, professional consultants, and in-house lawyers. The spring session will begin on **Wednesday, April 16, 2008, and consist of the following schedule: April 16, 19, 23, 26, 30; May 3, 7, and 17.**

If you are interested in being admitted to the GABWA Professional Development Academy you must provide us with your submission package no later than **Wednesday, April 2, 2008**. The submission package must consist of a one-page, typed, double-spaced statement describing how you believe you could benefit from The Academy. The package must also include a resume, along with two references. Each candidate must participate in an **interview** that will be held on **April 5, 2008**. We will notify you of the location and exact time of your interview.



If you are interested, please forward your submission package to Sheena Forts at The Woodhouse Law Firm. Act now because space is limited! Please send the submission package either via email or regular mail to:

Sheena N. Forts  
The Woodhouse Law Firm  
Suite 1402  
260 Peachtree Street, N.W.  
Atlanta, Georgia 30303  
(404) 214-7200  
[sforts@woodhouselawfirm.com](mailto:sforts@woodhouselawfirm.com)



**The Georgia Association of Black Women Attorneys  
Professional Development Academy – Spring 2008 Course Schedule**

<b>DATE</b>	<b>COURSE NAME</b>
<b>04/16/2008 Wed.</b> 6:30 pm to 7:30 pm	Building Relationships
<b>04/16/2008 Wed.</b> 7:30 pm to 8:30 pm	Projecting the Proper Image
<b>04/19/2008 Sat.</b> 9 am to 10 am	Proper Etiquette
<b>04/19/2008 Sat.</b> 10 am to 11 am	Become a Resource
<b>04/23/2008 Wed.</b> 6:30 pm to 7:30 pm	Having a Mentor
<b>04/23/2008 Wed.</b> 7:30 pm to 8:30 pm	Continually Learning
<b>04/26/2008 Sat.</b> 9 am to 10 am	Organizational Skills
<b>04/26/2008 Sat.</b> 10 am to 11 am	Attending a Conference
<b>04/30/2008 Wed.</b> 6:30 pm to 7:30 pm	Becoming an Effective Leader
<b>04/30/2008 Wed.</b> 7:30 pm to 8:30 pm	Service
<b>05/03/2008 Sat.</b> 9 am to 10 am	What Does Your Environment Say About You?
<b>05/03/2008 Sat.</b> 10 am to 11 am	Interpersonal Relationships
<b>05/07/2008 Wed.</b> 6:30 pm to 7:30 pm	Courtroom Etiquette
<b>05/07/2008 Wed.</b> 7:30 pm to 8:30 pm	Personal Presentation
<b>05/14/2008 Wed.</b> 6:30 pm to 7:30 pm	Practice Pointers
<b>05/14/2008 Wed.</b> 7:30 pm to 8:30 pm	Panel Discussion
<b>05/20/08 Tues.</b>	Graduation



## **GABWA PROFESSIONAL ACADEMY SPRING 2008 COURSE SCHEDULE**

<b>DATE</b>	<b>COURSE NAME</b>	<b>FACULTY</b>
04/16/2008	Building Relationships	John Lewis, Jr.
04/16/2008	Projecting the Proper Image	Judge Brenda Cole & Andrea Arceneaux Coleman
04/19/2008	Proper Etiquette	Judge Gail Tusan
04/19/2008	Becoming a Resource	Samuel S. Woodhouse, III
04/23/2008	Having a Mentor	Nancy Rafuse
04/23/2008	Continually Learning	Richard A. Jones, Sr.
04/26/2008	Organizational Skills	Charlotte Combre
04/26/2008	Attending a Conference	Anita Wallace Thomas
04/30/2008	Becoming an Effective Leader	Avarita Hanson
04/30/2008	Service Above Self	Samuel S. Woodhouse, III
05/03/2008	What Does Your Environment Say About You?	Roxanne Douglas
05/03/2008	Interpersonal Relationships	Ronald Freeman, Sr.
05/07/2008	Courtroom Etiquette	Honorable Herbert E. Phipps, Honorable Patsy Y. Porter, & Honorable Michael D. Johnson
05/07/2008	Personal Presentation	Samuel S. Woodhouse, III
05/14/2008	Practice Pointers	Sharon Chester Barnes
05/14/2008	Panel Discussion	Honorable Bensonetta Tipton Lane, Lovita Tandy, & Sonja Brown (Moderator)

## **FEATURED TOPICS**

### **Topic 1—Building Relationships**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* Networking; Understanding What You are Selling; Marketing; and The Key to Following Up

### **Topic 2—Projecting the Proper Image**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* Having a Winning Attitude; The Importance of Smiling; Always being Enthusiastic; Be Confident, not Arrogant; Maintaining a Positive Attitude; Being Gracious and Courteous; and Being Aware of Personal Associations

### **Topic 3—Proper Etiquette**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* **Proper Etiquette:** While dining, at events, during interaction with people, sending emails, and sending cards, setting up a room for a meeting; protecting others personal information (ask their permission before you give out their information); Don't Be Cheap (tip properly and give away some things); Reviewing and Editing Your Written Work; and Appropriate Client Relations

### **Topic 4—Personal Presentation**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* **Proper Attire:** Business, business casual, social and formal; **Grooming:** From natural hair to weave, nails and appropriate make-up for all settings; **Communication:** What does your verbal and written communication (i.e., letters, personal notes and e-mails) say about you?

### **Topic 5—Become a Resource**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* The Importance of Helping Other People; Make Connections with People Outside of Law; Learn How to Obtain Hard to Get Items; and Caution: Don't Get Used or Taken Advantage Of

### **Topic 6—Having a Mentor**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* Carefully Select a Mentor; Listen to Your Mentor (even when he or she says something you do not want to hear); Develop Thick Skin; Having More Than One Mentor; Don't Stereotype Your Mentor; and Don't Abuse Relationships

### **Topic 7—Organizational Skills**

*It is anticipated that the presentation for this particular topic will discuss the following areas:* Maintain Good Files on Topics and People; Maintain a Good Contact List That is Readily Available and Accessible; Keep Personal Stationary, Thank You Notes and Sympathy Cards on hand; and Keep a Birthday List

### **Topic 8—Attending a Conference**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*  
Do Your Homework Before the Conference; Work the Room; If possible, Get the Attendance List Beforehand; Arrange Breakfast/Lunches/Dinners with Important People; Learn Something About the Area Before the Conference (so that you can help others find restaurants, Kinkos, and Starbucks)

### **Topic 9—Continually Learning**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*  
Developing an expertise; Learn Something New; Learn Things Outside of the Law; Carefully Selecting CLE Courses; Importance of Reading; and Importance of Building a Library

### **Topic 10—Becoming an Effective Leader**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*  
Coalition Building; Seeking Opportunities to Lead in the Workplace; Distinguishing Yourself; Leading by Example; Integrity; Bar Involvement; Be Selective in your Association with People; Develop a Good Reputation; and Exceed Expectations

### **Topic 11—Service Above Self**

*It is anticipated the presentation for this particular topic will discuss the following areas:*  
What is Service?; Get Involved - The Importance of Service; Giving Back; Finding Service Opportunities; Choosing the Right Organizations; The Servant Leader- Being a Good Servant; Board Service – What’s Expected; Saving Time for Yourself; What Serving can do for You

### **Topic 12—What Does Your Environment Say About You?**

*It is anticipated the presentation for this particular topic will discuss the following areas:*  
How the appearance of your office, vehicle and home impact your professional image; How to express your identity while maintaining a professional image; What your entertainment and venue selections say about you

### **Topic 13—Interpersonal Skills**

*It is anticipated the presentation for this particular topic will discuss the following areas:*  
The manner and method in which we work with, respect, and effectively utilize our staff and other co-workers.

### **Topic 14—Courtroom Etiquette**

*It is anticipated the presentation for this particular topic will discuss the following areas:*  
Knowing when and where to appear; showing up on time; being prepared; knowing and interacting with opposing counsel; addressing the Court; general decorum and interaction with courtroom staff and jurors.

### **Topic 15—Practice Pointers**

*It is anticipated that the presentation for this particular topic will discuss the following areas (list of great pointers):*

Treat everyone you meet as a prospective juror on one of your panels; Be courteous and respectful to opposing counsel at all times, despite their behavior; Never disparage another lawyer or judge; Quality work is paramount; There are substitutes for many things, but not truth, honesty and integrity; Maintain the highest level of personal integrity – keep your word; Promise little and deliver more; If you make a mistake, admit it; Then do what is necessary to clean it up; Admit it when you do not know the answer; There is no firing squad for such an admission; Commit to learning the answer and do so; Being on time means being at least 5 minutes early; Attorneys are the foundation of any free and just society, wear that with pride and act accordingly; Keep clients informed of developments in their cases at all times; Return phone calls within 24 hours; Be familiar with the substantive law of any of the issues that arise in a case; Memorialize in writing all substantive communications that are made by phone or face to face in a matter; Meet questions with suggestions, not absolute answers; Carefully analyze all aspects of any decision; Do not take on more responsibility than you are prepared for; Develop a general knowledge in all areas of law; Read advance sheets and keep abreast of the current developments in the law, even areas that are not your primary area of practice; Read the rules. Read the rules. Read the rules; Do not apologize for being good, for winning, or for having fun, but don't gloat either; Do not try to teach the impossible to a client, it will annoy the client and frustrate you; Always carry business cards; Watch other lawyers at hearings and trials; 'Adopt' winning styles that fit you; Even if it is your first time, act with confidence as if you've done it 100 times before; Allow only 24 hours to sulk following a defeat. After that, move on to the next challenge; Always grant an initial request for an extension of time. During the course of your career you are likely to make such a request; There is never a plan to fail, only a failure to plan. Do your homework. Always be prepared for depositions, hearings, mediations, arbitrations and trials; Always, always file a notice for a deposition regardless of the agreement; Always save time for rebuttal in an oral argument; Do not wait until the deadline to file. There is no penalty for filing early. And you can always amend; Be a good people person; Make friends with courthouse staff and law office staff; these relationships are invaluable. It doesn't cost anything to be nice; Praise staff and co-workers for good work. Do not humiliate anyone for poor work; Always put family first; Service to civic organizations including bar associations is important in the life of a professional; Do pro bono work; Happiness is not a destination, it is a journey. And it is not what route you take, but the companions for the trip that matters; Awards are nice, honors are lovely, but it is relationships with people you meet and work with along the way that provide the greatest personal satisfaction; Follow your passion; Get and maintain a life. Balance is necessary for the healthy and successful practice of law; Do not take yourself too seriously.

### **Topic 16—Panel Discussion**

*It is anticipated the presentation for this particular topic will discuss the following areas:*

This will be an opportunity for the students to ask any questions they would like to ask. This will be an hour and a half long. Kimberly Esmond-Adams will be the moderator.



**The Georgia Association of Black Women Attorneys  
PROFESSIONAL DEVELOPMENT ACADEMY**

**ATTENDANCE SHEET**

Name	Signature	Sess. I	Sess. II
Enjoliué D. Aytch, Esq.			
Royce L. Bluit, Esq.			
Bebe Baxter Caffey			
Janica Campbell, Esq.			
Patrice N. Clarke, Esq.	_____	_____	_____
Tesha Clemmons, Esq.			
Judith E. Dickerson			
Alicia Faucette, Esq.			
Kellie T. Kenner, Esq.			
Olufunke B. Kosoko			
Aimee Pickett			
Melissa J. Sawyers, Esq.			
Janet C. Scott, Esq.			
Tiffany M. Simmons			
Evanya C. Stevens			
Stephanie L. Terry, Esq.			
Ramona Toole-Sakhanokho, Esq.			



**The Georgia Association of Black Women Attorneys  
Professional Development Academy Committee Members**

**Joy Lampley Fortson**

GABWA President

GABWA Foundation Board Member

The Department of Homeland Security, Assistant Chief Counsel

**Kristin L. Hall**

GABWA Foundation President

Infinity Insurance Company, Staff Counsel

**Samuel S. Woodhouse**

GABWA Foundation Board Member

The Woodhouse Law Firm, Managing Partner

**E. Jewelle Johnson**

GABWA Immediate Past President, 2007

GABWA Foundation Board Treasurer

Fisher & Phillips, Partner

**Kimberly M. Esmond Adams**

GABWA Past President, 2006

GABWA Foundation Board Member

Office of the Fulton County District Attorney, Chief Senior Assistant District Attorney

**Sonja N. Brown**

GABWA President Elect

Office of the Fulton County District Attorney, Director of Offender Reentry Services

**JaDawnya C. Butler**

GABWA Student Programs Committee Chair

The Butler Law Group, LLC, Owner

**Enjoliqué D. Aytch**

GABWA Student Programs Committee Co-Chair

Nelson Mullins Riley & Scarborough, LLP, Associate





**The Georgia Association of Black Women Attorneys  
PROFESSIONAL DEVELOPMENT ACADEMY  
Spring 2008 Faculty Profiles**

***Building Relationships, John Lewis, Jr., Esquire***

John Lewis is senior managing counsel and head of the team of attorneys, paralegals, and staff of Coca-Cola's global litigation function within the company's larger Corporate Legal Center in Atlanta. Mr. Lewis is a Houston native who received a scholarship to study economics at Morehouse College. The Alpha Phi Alpha member graduated in 1987 and enrolled the following fall at GW Law School. Lewis holds fond memories of being a member and chair of GW Law's Black Law Students Association.

***Projecting the Proper Image, Andrea Arceneaux Coleman & Honorable Brenda H. Cole***

Andrea Arceneaux Coleman was an early-morning CNN anchor from 1991-96 after earning her bachelor's degree in radio-TV from UTA in 1990. She also worked as news anchor for TV stations in Raleigh, N.C., and Atlanta before retiring from broadcasting in 2003. Later that year, she founded Southwest Atlanta Magazine, a bimonthly publication. UTA honored her in February as one of two Outstanding African-American Alumni.

Brenda Hill Cole was appointed as Judge of the State Court of Fulton County on August 5, 1998, and elected to two subsequent terms. Judge Cole began her career as an Assistant Attorney General in the Fiscal Affairs Division of the Georgia State Law Department, a position she held for five years. Moving to West Virginia, Judge Cole served as counsel for the West Virginia Department of Correction, then served as Assistant Attorney General in the Tax Division of the West Virginia Attorney General's Office, and as Deputy Attorney General of the West Virginia Environmental and Energy Division. Returning to Atlanta, Judge Cole rejoined the Georgia State Law Department serving in various positions until later named Deputy Attorney General. Judge Cole received her BA from Spelman College, Master's from Atlanta University (now Clark Atlanta University), and Juris Doctorate from Emory University. Judge Cole is married to Dr. Thomas W. Cole, Jr., President Emeritus, Clark Atlanta University. They are the parents of Kelley Susann and Thomas III.

***Proper Etiquette, Honorable Gail Tuscan Washington***

Honorable Gail Tuscan Washington has over twenty years of judicial service, including serving as a guest justice on the Georgia Supreme Court. Presently, she is the Chief Administrative Judge of the Family Division of the Superior Court of Fulton County. Judge Washington has lectured nationally and taught foreign judges in Russia and the Philippines. She has served as a member on the Georgia Commission on Family Violence, the Georgia Commission on Child Support and served as Chair of the Georgia's Supreme Court Commission on Continuing Lawyer Competency.

She has served in leadership capacity on the boards of the Atlanta Legal Aid Society, Camp Fire USA, and Legal Clinic for the Homeless, Buckhead Cascade City Chapter of Links, Incorporated, National Conference of Christians and Jews and the YWCA.

***Become a Resource, Service Above Self, Personal Presentation***

***Samuel S. Woodhouse, Esquire***

Samuel S. Woodhouse is the Founder and Managing Partner of The Woodhouse Law Firm. Sam is a trial attorney who has represented major corporations and governmental entities in matters involving business litigation, products liability, torts and contract negotiations. Sam is an experienced trial attorney, having tried jury trials, non-jury trials and arbitrations to verdict in federal and state courts. He supplemented his actual courtroom experience with intensive classroom trial advocacy training at Temple Law School's nationally recognized LL.M. in Trial Advocacy Program. This culminated in Sam earning an LL.M. in Trial Advocacy from Temple University Beasley School of Law, where he graduated with Honors.

***Having a Mentor, Nancy Rafuse, Esquire***

Selected by the National Law Journal to the "40 Under 40" (May 2, 2005), Nancy is the managing partner of Ashe, Rafuse and Hill. In 2005, she was selected by Chambers as a leading Lawyer in Georgia in her field. Nancy received her B.B.A. degree, cum laude, from the University of Georgia in 1988 and her J.D. degree, magna cum laude, from the University of Georgia in 1991. While there, she was Notes Editor of the Georgia Law Review and a member of the Order of the Coif. Nancy and her husband Mark (the President of a hotel development company in Atlanta) are the parents of two young children.

***Continually Learning, Richard A. Jones, Sr. Esquire***

Richard A. Jones, Sr. was promoted as Sr. Vice President and General Counsel of the Atlanta Federal Reserve Bank in February 2001. Prior to the Atlanta Federal Reserve Bank, Jones served as regional counsel for the Atlanta region of the Federal Deposit Insurance Corp. (FDIC), which includes Alabama, Florida, Georgia, North Carolina, South Carolina, Virginia and West Virginia. In this capacity, he oversaw the provision of legal services pertaining to the examination and supervision of state-chartered banks that are not members of the Federal Reserve System. Before joining the FDIC, Jones was a senior regional attorney for five years at the Office of Thrift Supervision, where he played a lead role in numerous enforcement matters and acquisitions of troubled thrifts. He began his career as an attorney with the Federal Home Loan Bank Board in Washington, D.C., and, after a year, became a senior attorney with the Federal Home Loan Bank of Atlanta. Jones earned a bachelor's degree, with honors, in 1981 from Morehouse College in Atlanta, Georgia. He received his juris doctor degree in 1984 from George Washington University's National Law Center in Washington, D.C. He is a member of the State Bar of Georgia and the Atlanta Bar Association's Judicial Selection and Tenure Committee. He is a former member-at-large of the board of directors and past chair of the corporate counsel section of the Atlanta Bar Association. Jones also is a member of the Board of Visitors of the Georgia State University College of Law and the One-Ninety-One Club in Atlanta.

***Organizational Skills, Charlotte A. Combre, Esquire***

Charlotte A. Combre concentrates her practice in the area of health care law, including regulatory and litigation matters. Charlotte's practice includes advising and representing healthcare facilities before state administrative agencies on certificates of need matters and Medicaid claims

reimbursement. In addition, she regularly advises health care organizations on tax exempt compliance matters, licensure, certification and accreditation, health care compliance, physician contracting, managed care contracting and clinical research issues. Charlotte's experience includes review of records retention policies and schedules, and corporate restructuring and governance. Charlotte is a regular speaker on certificate of need and licensure of health care facilities. She has also spoken at various seminars on the retention and confidentiality of medical records as well as institutional review board matters. Charlotte has been selected as a 2005 and 2006 Georgia Super Lawyers' Rising Star.

***Attending a Conference, Anita Wallace Thomas, Esquire***

Anita Wallace Thomas is a partner of Nelson Mullins Riley & Scarborough LLP in Atlanta where she practices in litigation involving general commercial litigation, product liability, pharmaceutical litigation, employment litigation and toxic tort. Anita has a vast amount of experience in all aspects of product liability litigation. Anita and the Firm's automotive litigation group represent vehicle, tire and equipment manufacturers in product liability actions across the United States. She has served as trial counsel and MDL counsel in pharmaceutical and toxic tort cases across the country. In 1989, Anita earned a Juris Doctor from the Walter F. George School of Law at Mercer University. In 1986, she earned a Bachelor of Arts in English from Spelman College.

***Becoming an Effective Leader, Avarita Hanson, Esquire***

Avarita L. Hanson was chosen in April of 2006 by the Supreme Court of Georgia as the Executive Director of the Chief Justice's Commission on Professionalism. At the time of her appointment she was an Associate Professor at Atlanta's John Marshall School of Law and served as its Associate Dean for Academic Affairs. Before joining John Marshall, she headed special legal projects and was the executive director of the Health and Consumer Services Section in the Examining Boards Division of the Georgia Secretary of State's Office. Avarita has served as an Associate Judge Pro Hac Vice for the Fulton County Juvenile Court and as Clerk to the Fulton County Board of Commissioners. Avarita has also served as the Pro Bono Project Director for the State Bar of Georgia and Georgia Legal Services Program. Prior to and between government positions, Ms. Hanson engaged in the private practice of law, starting as a civil litigator with the Houston office of the Fulbright & Jaworski law firm. Avarita has received the Judge Barbara Harris Award for Community Service from the Georgia Association of Black Women Attorneys and John Marshall Law School-Atlanta named its chapter of the Black Law Students Association in her honor.

***What Does Your Environment Say About You?, Roxanne Douglas, Esquire***

Roxanne Douglas is the chief general counsel for the NCR Corporation. Prior to joining NCR Corporation, Roxanne was chief commercial counsel and assistant corporate secretary for AT&T's southern region. Prior to joining AT&T, she practiced civil litigation at a law firm in Atlanta. Roxanne served on the Board of Directors and Executive Committee for Families First and the Board of Trustees for Leadership Atlanta, serving on its executive committee and as its program chair. Previously, she served on the board of directors for Georgia Court Appointed Special Advocates, the State Board of Psychology Examiners, the Metro Atlanta YWCA, and the State of Florida Chamber of Commerce, among other organizations. Roxanne also is a member and past president (1995) of the Georgia Association of Black Women Attorneys and a member of the Gate City Bar Association. Roxanne is a graduate of Georgia State University's College of Law and received her undergraduate degree from Washburn University. She is a member of the State Bar of

Georgia and is admitted to practice before the state and federal trial and appellate courts in Georgia. Ms. Douglas lives in southwest Atlanta, is a member of the Cascade United Methodist Church, and is the mother of one son, Quincy.

***Interpersonal Relationships, Ronald Freeman, Sr., Esquire***

Ronald J. Freeman, Sr., graduated with high honors from Morehouse College in 1982 with a Bachelor of Arts in Political Science. Ronald received his Juris Doctor in 1985 from Georgia State University College of Law as a Regents Opportunity Scholar. Ronald's primary focus is in the area of business and construction litigation and dispute resolution involving the public and private sectors. He serves as general counsel to a number of businesses which frequently encounter employment and construction related issues. Ronald's appointments include: Judge, Magistrate Court of Fulton County (Pro Hac); Judge, City of Riverdale Municipal Court. He is a member of the Council of Magistrate Court Judges; Council of Municipal Court Judges; American Bar Association (Construction Forum); State Bar of Georgia, Atlanta Bar Association (Construction Law Section and Managing Partners Committee); Gate City Bar Association (Past President); Institute of Continuing Judicial Education, Faculty Member. Attorney Freeman practices in the Business Litigation, Governmental Law and Design/Construction Law Groups.

***Courtroom Etiquette, Honorable Patsy Y. Porter and Honorable Herbert E. Phipps***

Honorable Patsy Y. Porter is a state court judge in Fulton County. Judge Porter is the board chair for Odyssey III, a program for the homeless and mentally fragile which started at her church. Judge Porter is a board member of the Georgia Bar Foundation and serves on the board to determine fitness for Georgia Bar applicants. Judge Porter and her husband, John Holly, have two adult sons.

Honorable Herbert E. Phipps earned a B.A. degree, with a major in Political Science, in 1964 from Morehouse College. In 1971, he earned a Juris Doctor degree from Case Western Reserve University Law School in Cleveland, Ohio, where he served as an editor of the Case Western Reserve Law Review. In 1980, Judge Phipps was appointed part-time Magistrate and Associate Judge of the State Court of Dougherty County, where he served eight years. In 1988, he was appointed to the Juvenile Court of the Dougherty Judicial Circuit, where he served as judge for seven years. Governor Zell Miller appointed him Judge of the Superior Court of Dougherty Judicial Circuit in 1995, and he was elected to a four-year term in 1996. Governor Roy Barnes appointed him to the Court of Appeals of Georgia on July 12, 1999, and he was elected in November 2000 to serve a full six-year term. In November 2006, he was reelected to his second six-year term.

***Practice Pointers, Sharon Chester Barnes, Esquire***

Sharon Chester Barnes is the Managing Attorney for The Infinity Insurance Company. She has twenty-four years of civil jury trial practice, largely in the areas of insurance defense and personal injury litigation, which experience includes well over 100 twelve-person jury trials. Sharon also instructs law school students as an Adjunct Professor in Litigation at Georgia State University School of Law, and has done that for ten years. Sharon currently serves on the State Bar Peer Review Panel, Lawyer Disciplinary Committee. Sharon has been an active member of GABWA since 1983. Sharon graduated Magna Cum Laude from Clark College in 1971 where she was a member of the *Alpha Kappa Mu* National Honor Society and the Year Book Editor. Sharon obtained her M.A.Ed. from Washington University School of Fine Arts in 1978 and then taught

English for 10 years. She went on to obtain her J.D. from Emory University School of Law in 1984. She was selected as a Robert W. Woodruff Fellow; served on Moot Court; and instructed students on Research, Writing & Advocacy. The law school faculty selected Sharon as the Most Outstanding Woman Student in her Graduating Class.

***Panel Discussion, Honorable Bensonetta Tipton Lane, Honorable Michael Johnson, Sharon Chester Barnes, Esquire***

Honorable Bensonetta Tipton Lane has 22 years of judicial service, having served on the Fulton County Superior Court for 13 of those years. Prior to judicial service, she practiced law with The Law Project of R. Boulton, et. al. and in solo practice. During her legal career her concentration was civil rights and employment law. Judge Lane received her BA degree from New York University, her Master's degree from the University of Massachusetts, and her Juris Doctor from the University of Virginia School of Law. Judge Lane is a founder of the Georgia Association of Black Women Attorneys. Judge Lane is the proud mother of Jamila and George.

Honorable Michael Johnson has served as a Superior Court Judge in Fulton County since January, 2005. In this role Judge Johnson is responsible for presiding over all aspects of general civil cases including domestic and real estate matters and disputes emanating from the State Legislature. Likewise, Judge Johnson presides over all aspects of felony criminal cases. Further, Judge Johnson actively participates in public speaking engagements designed to educate the public as to the role of the judge and the judicial system. Prior to ascending to the bench in 2005, Judge Johnson argued successfully before the Georgia Supreme Court and clerked for the Georgia Court of Appeals. He practiced as a litigator in the areas of labor and employment law, insurance defense and in the public sector as an assistant prosecutor both in DeKalb and Fulton Counties, with the Attorney General's Office and as a Special Assistant United States Attorney. Judge Johnson has served as Chairman of the City of Atlanta Board of Ethics and is a member of numerous bar organizations. Judge Johnson graduated as an honor student from Morehouse College in 1990 and Syracuse University College of Law in 1993.



## GABWA PROFESSIONAL DEVELOPMENT ACADEMY

### Suggested Reading List

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*The 48 Laws of Power*, Robert Green

*Business Notes*, Florence Isaacs

*Made to Stick*, Chip Heath and Dan Heath

*The Prince*, Niccolò Machiavelli

*Selling & Communication Skills for Lawyers*, Joey Asher

*Never Eat Alone*, Keith Ferrazzi

*The Psychology of Persuasion: How to Persuade Others to Your way of Thinking*, Kevin Hogan

*Victory*, Brian Tracy

*The Art of the Shmooze: A Savvy Social Guide for Getting to the Top*, Bret Sayon & Steve Stein

*Wooing & Winning Business*, Spring Asher and Wicke Chambers

*The Concise Guide to Executive Etiquette*, Linda and Wayne Phillips

*Who Moved My Cheese*, Spender Johnson, M.D.

*Why Should White Guys Have All the Fun*, Lewis Walker

*Awaken the Giant Within*, Anthony Robbins

*Clients for Life*, Sheth and Andrew Sobel

*How to Succeed in Business Without Being White*, Earl G. Graves

*How to Get Your Point Across in 30 Seconds or Less*, Milo O. Frank

*How to Say It*, Rosalie Maggio



**The Georgia Association of Black Women Attorneys  
Professional Development Academy  
Spring 2008 Completion Ceremony**

**Program**

**Welcome - E. Jewelle Johnson**

**PDA Spring 2008 in Review - Samuel S. Woodhouse, III and JaDawnnya Butler**

**Introduction of Faculty Members - Sonja N. Brown**

**Introduction of the Professional Development Academy Committee - Kristin Hall**

**Introduction of the Speaker - Enjoliqué Aytch**

**Keynote Address - Anita Wallace Thomas**

**Recognition of Students - Samuel S. Woodhouse and Joy Lampley Fortson**

**Special Recognition of Faculty - Kimberly M. Esmond Adams**

**Expression of Appreciation by PDA Class of Spring 2008**

**Closing Remarks - Samuel S. Woodhouse and Joy Lampley Fortson**



**GEORGIA ASSOCIATION OF BLACK WOMEN ATTORNEYS'**  
**2009 NCWBA PUBLIC SERVICE AND OUTSTANDING MEMBER PROGRAM**  
**AWARD APPLICATION**

# The Academy's Fall 2008 Documents

Application Information  
Orientation Agenda  
Course Schedule  
Attendance Sheet  
PDA Committee Members  
Faculty Profiles  
Suggested Reading List  
Completion Ceremony Program





## ***GABWA Professional Development Academy Application Information***

We are pleased to announce the Fall 2008 Session of the Georgia Association of Black Women Attorneys Professional Development Academy ("The Academy"). The purpose of The Academy is to provide serious and intense professional and personal development to GABWA members (both women and men) beginning their career in the legal profession. The Academy is open to GABWA members who are in their second year, third year, or fourth year (if applicable) of law school in Georgia, as well as those members who have been practicing law less than four (4) years.

The Academy is structured in a manner that will allow its students to receive the maximum amount of professional and personal training. However, the students must be fully committed to participating in The Academy. The Academy's training sessions will consist of: a four (4) week training program; classes will be two (2) days per week: Wednesday and Saturday; two (2) hours per class; Wednesday classes will be held from 6:30 p.m. - 8:30 p.m.; Saturday classes will be held from 9:00 a.m. - 11:00 a.m.; class size will be limited to 10 to 20 students; and upon completion of the training a graduation will be held and a Certificate will be given to each student.

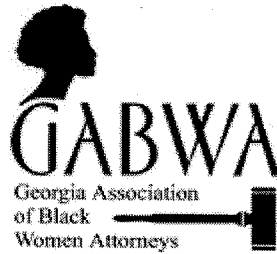
There will be a number of topics discussed in The Academy. The curriculum has been developed with the goal in mind to make each student a well rounded professional. Each student will finish the program with the basic tools to allow them to handle themselves in the most professional settings, build professional relationships, and further their careers. The following are some of the topics that will be taught: A Winning Attitude, Understanding What You Are Selling, The Key to Following Up, Working a Room, Continually Learning, Dressing for Success, Proper Etiquette, Organizational Skills, Finding a Mentor, Networking, and Marketing.

The faculty will consist of lawyers, judges, professional consultants, and in-house lawyers. The fall session will begin on **Wednesday, October 1, 2008, and consist of the following schedule: October 1, 4, 8, 11, 15, 18, 22, and 25.** Graduation will be held on **Wednesday, October 29, 2008.**

If you are interested in being admitted to the GABWA Professional Development Academy you must provide us with your submission package no later than **Monday, September 1, 2008.** The submission package must consist of a one-page, typed, double-spaced statement describing how you believe you could benefit from The Academy. The package must also include a resume, along with two references. Each candidate must participate in an **interview** that will be held on **Saturday, September 13, 2008.** We will notify you of the location and exact time of your interview.

If you are interested, please forward your submission package to Sheena Forts at The Woodhouse Law Firm. Act now because space is limited! Please send the submission package either via email or regular mail to:

Sheena N. Forts  
The Woodhouse Law Firm  
Suite 1402  
260 Peachtree Street, N.W.  
Atlanta, Georgia 30303  
(404) 214-7200  
[sforts@woodhouselawfirm.com](mailto:sforts@woodhouselawfirm.com)



## Professional Development Academy

### Orientation

#### Agenda

Wednesday, September 24, 2008

6:30 p.m.

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Welcome	Joy Lampley Fortson
Congratulations	Kristin L. Hall
Introduction of PDA Committee	Joy Lampley Fortson Kristin Hall
Introduction of Students	
What You Can Expect From the Academy	Samuel S. Woodhouse Sonja N. Brown
What We Expect from You	Joy Lampley Fortson JaDawnya C. Butler
Q & A	Samuel S. Woodhouse
Closing Remarks	Samuel S. Woodhouse
	Adjournment



## GABWA PROFESSIONAL DEVELOPMENT ACADEMY FALL 2008 COURSE SCHEDULE

DATE	COURSE NAME
Wednesday, 9/24 @ 6:30pm to 7:30pm	Orientation
Wednesday, 10/01 @ 6:30pm to 8:30pm	Personal Presentation & Dressing for Success
Saturday, 10/04 @ 9:00am to 10:00am	Social Etiquette (including proper image)
Saturday, 10/04 @ 10:00am to 11:00am	Building Relationships (including interpersonal relationships)
Wednesday, 10/08 @ 6:30pm to 7:30pm	Having a Mentor
Wednesday, 10/08 @ 7:30pm to 8:30pm	Ask Now...
Saturday, 10/11 @ 9:00am to 10:00am	Organizational Skills
Saturday, 10/11 @ 10:00am to 11:00am	Become a Resource
Wednesday, 10/15 @ 6:30pm to 7:30pm	Becoming an Effective Leader
Wednesday, 10/15 @ 7:30pm to 8:30pm	Continually Learning
Saturday, 10/18 @ 9:00am to 10:00am	Service Above Self
Saturday, 10/18 @ 10:00am to 11:00am	What Does Your Environment Say About You?
Wednesday, 10/22 @ 6:30pm to 7:30pm	Courtroom Etiquette
Wednesday, 10/22 @ 7:30pm to 8:30pm	Practice Pointers
Saturday, 10/25 @ 9:00am to 11:00am	Panel Discussion*  *The moderator will have questions for the panelists to answer during the first hour; the students will ask their questions of the panelists in the second hour.
Wednesday, 10/29 @ 6:30pm to 8:30pm	Graduation Ceremony



## GABWA PROFESSIONAL ACADEMY (PROPOSED) COURSE SCHEDULE

DATE	COURSE NAME	FACULTY
09/24/2008 Wed. 6:30pm to 7:30pm	Orientation	PDA Committee
10/01/2008 Wed. 6:30pm to 8:30pm (2 hr session)	Personal Presentation & Dressing for Success	Nikole Morrow-Pettus of Van Michael Salon (Liaison: Kimberly Esmond Adams)
10/04/2008 Sat. 9:00am to 10:00am	Social Etiquette (including proper image)	Samuel S. Woodhouse, III
10/04/2008 Sat. 10:00am to 11:00am	Building Relationships (including interpersonal relationships)	John Lewis, Jr. (Liaison: Samuel S. Woodhouse, III)
10/08/2008 Wed. 6:30pm to 7:30pm	Having a Mentor	Nancy Rafuse (Liaison: Joy Lampley Fortson)
10/08/2008 Wed. 7:30pm to 8:30pm	Ask Now....	PDA Committee
10/11/2008 Sat. 9:00am to 10:00am	Organizational Skills	Charlotte Combre (Liaison: Jewelle Johnson)
10/11/2008 Sat. 10:00am to 11:00am	Become a Resource	Samuel S. Woodhouse, III
10/15/2008 Wed. 6:30pm to 7:30pm	Becoming an Effective Leader	Gwendolyn Keyes- Flemming (Liaison: Jewelle Johnson)
10/15/2008 Wed. 7:30pm to 8:30pm	Continually Learning	Keenan Nix (Liaison: JaDawnya Butler)
10/18/2008 Sat. 9:00am to 10:00am	Service Above Self	Dawn Jones (Liaison: Jewelle Johnson)
10/18/2008 Sat. 10:00am to 11:00am	What Does Your Environment Say About You?	Roxanne Douglas (Liaison: Joy Lampley Fortson)
10/22/2008 Wed. 6:30pm to 7:30pm	Courtroom Etiquette	Honorable Patsy Y. Porter Honorable Herbert E. Phipps (Liaison: Kristin Hall) Yonette Buchanan (Liaison: Joy Lampley Fortson) Maria Sandoval Honorable Henry Newkirk (Liaison: Kristin Hall)
10/22/2008 Wed. 7:30pm to 8:30pm	Practice Pointers	Sharon Chester Barnes (Liaison: Kristin Hall)
10/25/2008 Sat. 9:00am to 11:00am (2 hr. session)	Panel Discussion*  *The moderator will have questions for the panelists to answer during the first hour; the students will ask their questions of the panelists in the second hour.	Honorable Bensonetta Tipton Lane (Liaison: Jewelle Johnson) Lovita Tandy (Liaison: Jewelle Johnson) Ronald S. Freeman (Liaison: Kristin Hall) Andrea Arceneaux Coleman (Liaison: Jewelle Johnson) Enjoliqué Aytch (Moderator)
10/29/2008 Wed. 6:30pm to 8:30pm	Graduation Ceremony	Judge Moore (Liaison: Joy Lampley Fortson)

## **FEATURED TOPICS**

### **Personal Presentation & Dressing for Success**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Proper Attire: Business, business casual, social and formal; Grooming: From natural hair to weave, nails and appropriate make-up for all settings; Communication: What does your verbal and written communication (i.e., letters, personal notes and e-mails) say about you?

### **Social Etiquette**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

While dining, at events, during interaction with people, sending emails, and sending cards, setting up a room for a meeting; protecting others personal information (ask their permission before you give out their information); Don't Be Cheap (tip properly and give away some things); Reviewing and Editing Your Written Work; Appropriate Client Relations; Having a Winning Attitude; The Importance of Smiling; Always being Enthusiastic; Be Confident, not Arrogant; Maintaining a Positive Attitude; Being Gracious and Courteous; and Being Aware of Personal Associations.

### **Building Relationships**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Networking; Understanding What You are Selling; Marketing; The Key to Following Up; and The manner and method in which we work with, respect, and effectively utilize our staff and other co-workers.

### **Having a Mentor**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Carefully Select a Mentor; Listen to Your Mentor (even when he or she says something you do not want to hear); Develop Thick Skin; Having More Than One Mentor; Don't Stereotype Your Mentor; and Don't Abuse Relationships

### **Continually Learning**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Developing an expertise; Learn Something New; Learn Things Outside of the Law; Carefully Selecting CLE Courses; Importance of Reading; and Importance of Building a Library

### **Organizational Skills**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Maintain Good Files on Topics and People; Maintain a Good Contact List That is Readily Available and Accessible; Keep Personal Stationary, Thank You Notes and Sympathy Cards on hand; and Keep a Birthday List

### **Become a Resource**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

The Importance of Helping Other People; Make Connections with People Outside of Law; Learn How to Obtain Hard to Get Items; and Caution: Don't Get Used or Taken Advantage Of; Become a Resource at a Conference: Do Your Homework Before the Conference; Work the Room; If possible, Get the Attendance List Beforehand; Arrange Breakfast/Lunches/Dinners with Important People; Learn Something About the Area Before the Conference (so that you can help others find restaurants, Kinkos, and Starbucks)

### **Becoming an Effective Leader**

*It is anticipated that the presentation for this particular topic will discuss the following areas:*

Coalition Building; Seeking Opportunities to Lead in the Workplace; Distinguishing Yourself; Leading by Example; Integrity; Bar Involvement; Be Selective in your Association with People; Develop a Good Reputation; and Exceed Expectations

## **Ask Now...**

Free session for the students to ask any questions that they have from the topics presented upon thus far.

## **Service Above Self**

*It is anticipated the presentation for this particular topic will discuss the following areas:*

What is Service?; Get Involved - The Importance of Service; Giving Back; Finding Service Opportunities; Choosing the Right Organizations; The Servant Leader- Being a Good Servant; Board Service – What's Expected; Saving Time for Yourself; What Serving can do for You

## **What Does Your Environment Say About You?**

*It is anticipated the presentation for this particular topic will discuss the following areas:*

How the appearance of your office, vehicle and home impact your professional image; How to express your identity while maintaining a professional image; What your entertainment and venue selections say about you

## **Courtroom Etiquette**

*It is anticipated the presentation for this particular topic will discuss the following areas:*

Knowing when and where to appear; showing up on time; being prepared; knowing and interacting with opposing counsel; addressing the Court; general decorum and interaction with courtroom staff and jurors.

## **Practice Pointers**

*It is anticipated that the presentation for this particular topic will discuss the following areas (list of great pointers):*

Treat everyone you meet as a prospective juror on one of your panels; Be courteous and respectful to opposing counsel at all times, despite their behavior; Never disparage another lawyer or judge; Quality work is paramount; There are substitutes for many things, but not truth, honesty and integrity; Maintain the highest level of personal integrity – keep your word; Promise little and deliver more; If you make a mistake, admit it; Then do what is necessary to clean it up; Admit it when you do not know the answer; There is no firing squad for such an admission; Commit to learning the answer and do so; Being on time means being at least 5 minutes early; Attorneys are the foundation of any free and just society, wear that with pride and act accordingly; Keep clients informed of developments in their cases at all times; Return phone calls within 24 hours; Be familiar with the substantive law of any of the issues that arise in a case; Memorialize in writing all substantive communications that are made by phone or face to face in a matter; Meet questions with suggestions, not absolute answers; Carefully analyze all aspects of any decision; Do not take on more responsibility than you are prepared for; Develop a general knowledge in all areas of law; Read advance sheets and keep abreast of the current developments in the law, even areas that are not your primary area of practice; Read the rules. Read the rules. Read the rules; Do not apologize for being good, for winning, or for having fun, but don't gloat either; Do not try to teach the impossible to a client, it will annoy the client and frustrate you; Always carry business cards; Watch other lawyers at hearings and trials; 'Adopt' winning styles that fit you; Even if it is your first time, act with confidence as if you've done it 100 times before; Allow only 24 hours to sulk following a defeat. After that, move on to the next challenge; Always grant an initial request for an extension of time. During the course of your career you are likely to make such a request; There is never a plan to fail, only a failure to plan. Do your homework. Always be prepared for depositions, hearings, mediations, arbitrations and trials; Always, always file a notice for a deposition regardless of the agreement; Always save time for rebuttal in an oral argument; Do not wait until the deadline to file. There is no penalty for filing early. And you can always amend; Be a good people person; Make friends with courthouse staff and law office staff; these relationships are invaluable. It doesn't cost anything to be nice; Praise staff and co-workers for good work. Do not humiliate anyone for poor work; Always put family first; Service to civic organizations including bar associations is important in the life of a professional; Do pro bono work; Happiness is not a destination, it is a journey. And it is not what route you take, but the companions for the trip that matters; Awards are nice, honors are lovely, but it is relationships with people you meet and work with along the way that provide the greatest personal satisfaction; Follow your passion; Get and maintain a life. Balance is necessary for the healthy and successful practice of law; Do not take yourself too seriously.

## **Topic 16—Panel Discussion**

This will be an opportunity for the committee to have the panelists discuss any topics not covered (or covered thoroughly) in the previous session by submitting questions that the moderator will ask. The students will also have an opportunity to ask any questions they would like to ask.