

ASSOCIATION OF LEGAL ADMINISTRATORS GREATER CINCINNATI CHAPTER



January's Meeting

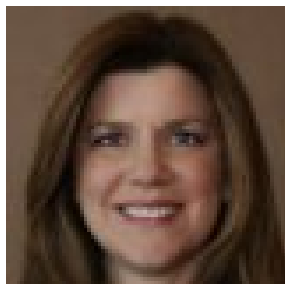
By [Peggy Gruenke](#)

Social Networking – LinkedIn

[Jennifer J. McClure](#)

Vice President

[Centennial, Inc.](#)



Jennifer McClure

The self-described mission of [LinkedIn](#) is to "...help members be more effective in your daily work and open doors to opportunities using the professional relationships you already have. LinkedIn has more than 30 million experienced professionals from around the world, representing 150 industries."

[Jennifer McClure](#) – Vice President & Executive Search Consultant at [Centennial, Inc.](#) and founder of the 6,000 + member group [LinkedCincinnati](#) – will lead an interactive seminar demonstrating the benefits of using [LinkedIn](#), and sharing tips and strategies to maximize its potential for networking, personal branding, employment branding or business development.

Thank You to our January meeting sponsors!

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Wednesday, January 21, 2009

Noon

Cost – \$20

[Banker's Club](#)

RSVP to [Roxanne Benjamin](#) by Friday,
January 16th @ 5pm.

President's Message

By [Janet Sullivan](#)

Happy New Year everyone.

I sure hope it is in these tough times but we have a great support group here in the Tri-state for any member who needs it.



Janet Sullivan

Now that the new year is here, we all start thinking ahead, planning, hoping, for our firms but we also need to do the same for the Chapter. There is so much you can contribute.

Number one is attendance at meetings. Much effort and thought goes into planning every month, every year, and all we ask is for some support. Not to mention the fact, we love seeing you. One change we're making this year is the addition of more roundtables. That's where we really need attendance. These can be so beneficial especially when you have a large group to share ideas. Roundtables will be held in the morning with breakfast. Check the newsletter and watch for e-mails concerning dates and times.

Another way to contribute is to volunteer. Now you may say to yourself that does take some time. Well yes and no, some do, some don't. Personally, it's been well worth it for me. This year we have 3 open positions, one board seat, Secretary and 3 committees: Public Relations, Newsletter and Programs (this position works closely with Vendor Committee). But that doesn't mean the other committee positions are not available. Some committee members like a little change after a year so we're more than willing to switch it up if one of the committees not mentioned appeals to you.

Now if you'd like to start with something less time consuming or you just want to get your feet wet, you can always assist a Board Member or Committee Member. There's a lot happening behind the scenes than most people may not realize.

And there's always feedback. You can contact any Board Member to share your opinions, gripes, etc.

Let's see some of your faces this year!

Happy Anniversary

The following individuals celebrated their ALA anniversaries in December or will in January

James Crosset - 9 years
 Tricia DiLorenzo - 9 years
 Beverly Hutchinson - 10 years
 Jeffrey Middendorf - 6 years

February Meeting Preview

By [Peggy Gruenke](#)

Wednesday, February 18th @ Noon
 Banker's Club

Patricia Melford, Vice President of Client Services
[Global Lead, LLC](#) - On Diversity Programs in law firms. How to define a successful program and implementing all stages.

December Meeting Minutes & Photos

Minutes By: [Jeffrey Middendorf](#) Photos By: [Glenda Raley](#)

No minutes due to the event being social. A good time was had by all!



Front: Lori Moser, Sandra Collar , Glenda Raley, Jeff Middendorf
Back: Roxanne Benjamin, Andrea Griffith, Tony Guidi of ProSource , Janet Sullivan



Front: Jeff Middendorf, Janet Sullivan, Elvis
Back: Andrea Griffith, Tony Guidi of ProSource



Janet Sullivan & Elvis



Lori Moser, Roxanne Benjamin, Andrea Griffith, Sandra Collar, Tony Guidi of ProSource

OUR COMMITMENT

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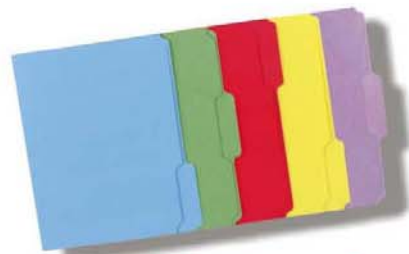
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Getting Connected

BY DONNA M. FISHER

A law firm newsletter represents an outstanding way to communicate news to colleagues and to market your organization internally.
[> Read More](#)



Check out the new
[ALA Webinar site](#)

[Indispensable Legal Technology](#)

Wednesday, January 21st 2-3:30 pm Eastern

ALA 2009 Webinar Schedule

- Wednesday, January 21st: [Indispensable Legal Technology](#)
- Wednesday, February 18th: [Leaves of Absences: It's a Spaghetti Maze](#)
- Wednesday, March 11th: [The Better Mousetrap: Strategies for Meeting Associated, Partner & Client Expectations](#)
- Wednesday, April 22nd: [Mastering Time \(Time Management\)](#)
- Wednesday, June 17th: [Strategies for Digging out of the E-Mail Bog](#)
- Wednesday, July 15th: [Alternative Work Arrangements](#)
- Wednesday, August 19th: [Records Management – Finding the Needle in the Haystack and Why It's Important](#)
- Thursday, August 20th: [Law Firm Profitability Enhancement Webcast](#)
- Wednesday, September 16th: [Strengthen Your Bottom Line with a Well-Built Budget](#)
- Wednesday, October 21st: [Stepping Out of the Rubble: Developing a Disaster Recovery Plan that Works](#)
- Wednesday, November 11th: [Control Stress Before It Controls You](#)



What, you say? You're not a "techie"? You have too many other challenges to face? You need not be a "techie" to know that technology can help you be more efficient and productive, even in a small firm or especially in a small firm. With so much hardware and software available, it's hard to know just what you need and how to use it when you get it. This program will focus on the indispensable technology for small to mid-sized law firms. The presenter will provide a common sense approach to buying and maintaining your computer system. After attending this program, participants should be able to:

- Identify some of the hardware and software technology that can be most useful in small and mid-sized firms
- Examine the features in legal specific software that can be used to provide information about the firm's financial picture
- Utilize some of the legal-specific features in various software systems

This webinar qualifies for 1.5 hours of CLMSM credit in the management category of Information Technology Skills for those seeking to fulfill the CLM application.



Make 2009 the year you *dare to dream, accept the challenge and create the extraordinary* in your firm!

Extraordinary Law Firm Conference | February 19-21, 2009 | Carefree, Arizona

A FEW FACTS ABOUT THE 2009 EXTRAORDINARY LAW FIRM CONFERENCE

- This conference is part of ALA's overall [Extraordinary Law Firm Initiative](#) which was, as you know, designed as an integrated process to help law firms excel in client service while at the same time creating and fostering an atmosphere, culture, and way of business life that also enhances the quality of life for the lawyers and staff who call the firm their home. *In a tough economy, this type of attention to retention and profit strategies is even more critical than usual.*
- The Extraordinary Law Firm Conference is the **only** ALA conference where participants are able to create actual strategies and action plans designed to address critical business needs. Projects last year, for example, included business driver needs such as cash flow optimization, process improvement, and employee engagement. In all cases these projects led to positive outcomes in terms of employee retention and/or law firm profitability.
- This is also the **only** ALA conference that does not end when attendees leave the site. Integral to this conference, is a **year** of ongoing online support from educators, business partners, and professional peers. This conference puts people in a position where they will have 24/7 support and networking opportunities available at no additional expense.
- Perhaps best of all, this conference fosters the development of a community of practitioners who are, even now, creating the best practices for the field of legal management. Their combined experiences and outcomes are being collected online and in print-to assist legal administrators in shaping their profession and in leading their firms in meeting the demands of an ever-changing marketplace.

Conference Highlights

- For returning attendees we have created a comprehensive program that will build upon last year's foundation of understanding the process of creating a project plan, aligning that plan with the firm's strategic goals, and then developing that initial plan. New for this year is a focus delving into human capital and understanding the significance of culture in the workplace. We will take attendees step-by-step as they create a plan specific to their firm.
- New attendees will benefit from an enhanced version of the introductory program with more attention paid to guiding participants through the process of understanding how to make a law firm extraordinary to creating a firm-specific plan.
- Managing partners will participate in two intensive workshops on leadership.
- Post-conference activities will continue to be included with many new opportunities to join the *Community of the Extraordinary*.

Networking Sites Aren't Just Social Anymore

By: [Julia D. Pile, CPA, MBA](#)

***The following article appeared in the January edition of the CBA Report



Julia D. Pile

There used to be a stigma that on-line networking sites were for just socializing and the younger crowd. That isn't the case anymore. Professionals of all ages are finding benefits from the various networking sites and new uses that are just pretty darn interesting.

When one thinks of on-line networking, usually the names Facebook and MySpace come to mind. While they started as more of social sites they are starting to show professional networking capabilities. I have seen businesses invite current or potential clients to become friends on these sites to keep up with their latest news and offerings. The benefit to the business is a guaranteed audience that is interested in their offerings and a constant presence in their mind. As most marketing firms will tell you, repetition and name recognition is a key to success.

The site that is gaining the most dominance in this market is [LinkedIn](#). There are more than 30 million users on LinkedIn. The premise of LinkedIn is to supply your basic background information and through that information, find and link you to others. As your linked network grows, so do yours and the networks of those that are linked to you. The concept is similar to the movie game "Six Degrees of Kevin Bacon;" no matter what movie you start with, you can connect through actors to a movie that Kevin Bacon starred in within six moves

The concept applies the same to LinkedIn. We are all connected to target persons through others in a relative short number of links. This can be useful in a number of different ways, I will give just three of the many examples:

Targeting clients for your services or products – There is a particular client that you would like to get your foot in the door. A search can be done on LinkedIn on that target and a list of connections with how far away you are from them will be displayed. You might find that a connection you never even thought of is a first degree connection to the target person. You can then invite your first degree connection to connect or introduce you to that person. Keep in mind though, while electronic introductions are convenient, picking up the phone and talking to a person can be more productive and add that personal touch.

Looking for a vendor for a particular service – This is the avenue that I am usually traveling down. I have a particular need to fill for our law firm. I can perform a search on the industry which may fill my need. I can then view my various connections to see if I know anyone who may be in that industry or connected to someone in that industry. I can also post a question in the questions area or in the one of the groups to which I am a member. All of which give me responses within a matter of hours.

Employment opportunities or recruiting – I have had much success in this area on the recruiting side. We were in need of a receptionist and we had not been receiving very well qualified candidates through the usual mechanisms. I posted a position in the Cincinnati LinkedIn group. A professor at a local college picked up on it, routed to his students and now we have a wonderful addition to our staff.

Continued on Page 11



[ALA's 38th Annual Educational Conference and Exposition](#)



May 18-21, 2009, New Orleans Morial Convention Center
New Orleans, Louisiana

Celebrate Knowledge, Spirit, and Success

The Association of Legal Administrators (ALA) Annual Educational Conference and Exposition is the legal management profession's most comprehensive event of its kind. Featuring dynamic and relevant education presented by recognized leaders in their fields, outstanding networking opportunities, and the largest Exposition for legal management professionals, the Annual Conference will enhance your knowledge, develop your management skills to successfully address your day-to-day challenges, and enable you to achieve greater personal and professional growth.

This year's 38th Annual Conference is taking place in New Orleans, a city known for its Southern hospitality and charm, Spanish-inspired architecture, diverse culture, award-winning restaurants, soulful jazz and blues, and festive atmosphere.

Nicknamed "The Crescent City" (for its crescent shape along a bend of the Mississippi River), New Orleans has been popularized by its attractions and historic neighborhoods. From the world-renowned French Quarter and Bourbon Street to St. Charles Avenue (home of Tulane and Loyola Universities and many 19th-century mansions), to Magazine Street, with its many boutique stores and antique shops, the city has never been as enchanting as it is today.

Don't miss out! Join us for what promises to be an unsurpassed educational experience ... and "Get Jazzed!"



Treasurer's Report

By [Roxanne Benjamin](#)



Member Spotlight **Leah Cordova**

Employer: **Taft Stettinius & Hollister LLP**
Years with employer: **23 years. Started as a legal secretary and moved into HR in 1995.**
Personal stats: **Married with grown kids. Son, 26, stepson, 27, stepdaughter 22.**
Three words people would use to describe you: **I asked several friends and the common denominators were prankster, creative, honest.**
Three things you always find in your refrigerator: **water; shredded cheese; jalapenos**
Things you like to do when you have free time: **be outside; find new music/artists; watch food network for ideas; bake**
Something most people do not know about you: **I love Broadway music**

Dream vacation: **I would really like to see Australia or New Zealand**

Biggest benefit you have received by being an ALA member: **Getting to know people and sharing information and strategies.**



Leah Cordova

Microsoft Office 2007

By: Craig Harris

Training Director, [Waltz Business Solutions](#)

Have you seen the latest version of Microsoft Office? Office 2007 represents arguably the most significant change in the Office user interface since Office 95 for Windows. Many will insist the change is long overdue.

Microsoft has created what it calls a “Fluent™ Interface in Word, PowerPoint, Excel and Outlook.” A fine, though blatantly promotional, overview of the new interface and features may be found at <http://www.microsoft.com/office/newday/default.mspx>.

The traditional menu bar and toolbars have been replaced by tabs and ribbons. The new interface will likely take some adjustment time, but most users will be rewarded with a much more intuitive operation of the Office product. With the new interface in mind, Microsoft has provided some excellent tutorials in the “How To...” section of the Microsoft Office Web site. These tutorials display a Word 2003 screen. When you choose an option from the familiar Word 2003 location, the tutorial shows you where this feature is found in Word 2007. The link to the tutorials is <http://office.microsoft.com/en-us/training/HA102295841033.aspx>.

Some immediate improvements and features include:

- **Instant Preview** – when you select text in a Word 2007 document, simply hovering the mouse pointer over the **Bold** button causes the text to display as bold. The actual formatting change doesn’t become permanent until you click the left mouse button.
- **Zoom Tool** – the Zoom box in the upper right corner of the previous Word screen is now a slider control in the bottom right corner of the screen and is much easier to use.
- **Customization** – while you can not modify the ribbons (formerly called toolbars), you can easily add buttons and controls to the Quick Access toolbar at the top left of the display. Many users miss the old print icon. Simply add it to the Quick Launch toolbar.
- **Mail Merge** – thankfully the mail merge procedure initiated in Word 2002 has been replaced by a much more intuitive procedure. There is a “Mailings” tab/ribbon always available in the Word 2007 interface.
- **The Office Button** is round and resides in the upper left corner of the screen just to the left of the Quick Access toolbar. Many of the old File menu items are found here.
- **Recent Documents** are still displayed by clicking the Office Button. As you work on documents, the document filename is added to the Recent Documents list. A really useful feature has been added. Each file has a pushpin to the right of it. Click this pushpin to make this document stay on the Recent Documents list and not scroll off as more documents are added.
- **Intuitive Ribbons** – as you work in the Office document, the ribbon changes depending on what you are doing and seems to be accurate nearly all the time.

Continued on Page 11

Networking Sites Aren't Just Social Anymore

Continued from Page 7

From the recruiter side, the site can be used to target active and passive job seekers. Passive candidates are those who are not really looking a job but are open to new opportunities if they should present themselves. A recruiter can quickly do a search on key words or qualifications and find candidates who very well may fill their needs. And if they are lucky enough to come across one with recommendations already on their profile, they have very easy reference checks. If you find yourself in this arena, it is a good idea to connect to a couple of LION (LinkedIn On-Line Networkers) who have hundreds of connections and are always accepting new connections and they are a quick way to build your network.

LinkedIn has a very nice front page which you can modify to follow what is going on with your connections or groups. There are daily updates of who has new connections. You just may find one that you know and forgot about. It is a good idea to periodically update your information or add information so that your profile stays fresh, just as you would your website. Also, remember to personalize your LinkedIn profile address and include it in your e-mail signatures. One feature that many are not aware of is the Status area. This is a place where you can type in a quick sentence noting your current project or workload. If you are connected to me, you will see that I am working on this article. This is a nice feature because every time you update your status, it displays on each of your connections front page. This plays right into the repetition factor of marketing.

The various groups on LinkedIn are invaluable resources. I personally belong to groups such as LinkedCincinnati (which is very active and informative), Linked Northern Kentucky, Association of Legal Administrators, Juris, The Green Group and a few others. Whatever your area of interest or expertise, there is a group for you to join. You can post questions and responses, and the more you post, the more your name is seen and the more you will be recognized as a resource. Also, you can help increase your ratings for your organization's website in the search engines by including your signature in your postings. Most of these postings are archived and are accessible by the search engines.

There are so many ways to use Linked In that I could fill pages and I haven't even touched on the other sites such as Twitter, Plurk and Ping. Ping is a site which allows you to update all your networking sites in one place. What a timesaver!

Microsoft Office 2007

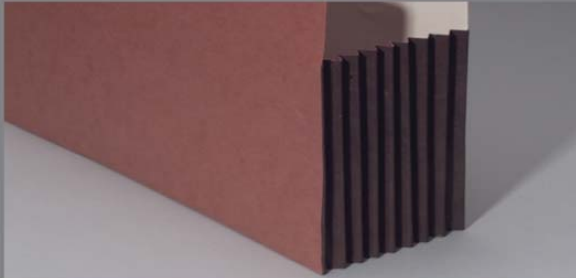
Continued from Page 10

- **Dialog Launcher** – veterans will appreciate this feature. The various ribbons are divided into Groups. For example, clicking the Page Layout tab in Word 2007 reveals the Page Layout ribbon with the most common tasks readily available. Many of the Groups have a tiny button in the bottom right corner of the Group, just to the right of the Group name. This is the Dialog Launcher. Clicking it produces a dialog box that is very similar to the dialog box in the former Office version. Most of the launched dialog boxes will be familiar to veteran users.
- **Keyboard Shortcuts** remain a viable user preference. In fact, users who don't like to take their hands off the keyboard to use the mouse will find additional keyboard-based shortcuts in Office 2007.

This article barely scratches the surface of the new user interface in Microsoft Word, Excel, PowerPoint, and Access 2007. Outlook 2007 hasn't undergone quite such a dramatic change. Microsoft has done its homework with the new products. Most users will adapt and even (perhaps grudgingly) admit the new Office is easier and faster to use.

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Dramatic Finish to Indy Conference

by Karen Griggs, CLM, Region 3 Director

The Regions 2 & 3 Educational Conference and Exposition was “the best regional conference I’ve ever attended” is a comment I continue to hear from many of our members. ALA members from Alabama, Washington D.C., Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin and as far away as South Africa raced to Indianapolis on November 13 to enhance their skills and education.

Bruce Christopher, an ALA favorite speaker, started us off with his insightful and humorous presentation on the art of leadership. We were enlightened by Marshall Fletcher, former ALA President, on corporate America’s commitment to “going green.” This topic was enhanced by a walking tour of the state-of-the-art conference facility of Bose McKinney & Evans, LLP, an Indianapolis law firm that has been recognized for its “green” initiatives by the Chamber of Commerce. One of the favorite sessions by attendees was “Excel(lent) Techniques” presented by Ivan L. Hemmans, III. A technology session on spreadsheets would not typically be entertaining, but Ivan has an engaging and lively style. I’m sure we’ll be seeing more of him at future ALA events.

There were many more great sessions and speakers including strategist, Barry Elms, and consultants Jim Durham and Alan Olson.

On Friday evening, we took a lap around the famed Indianapolis Motor Speedway and made a pit stop at the Hall of Fame Museum. We then met at the Brickyard Crossing for dinner and entertainment by the Groove Box Band, a group of musicians which includes an ALA member of the Indiana Chapter, Stephanie Carter.

The exhibit hall was sold out! Our business partners demonstrated new products and services which will enhance the operations of our firms. We especially appreciate the generosity of our top level exhibitors Document Technologies, Inc. and SunTrust and our VIP sponsors ABA Retirement Funds, Robert Half Legal, and Gunlocke.

The Indiana Chapter members were great hosts and were instrumental to the success of this conference. Special thanks to Debbie Elsbury, local liaison to the Region 3 Management Team, and chapter president Jenni Ellis.

We finished with Derek Daly, a former race car champion and currently a radio broadcaster and motorsport analyst for ESPN. Derek offered a model of how to thrive in a high speed environment. We know that the speed of doing business is moving faster. We learned that working faster is not about doing tasks with greater speed but is about removing the speed bumps that slow us down. Derek’s dynamic presentation left us supercharged and ready to head home to put in motion the many things we learned in all of our sessions.

Please “Meet Me in St. Louis” on October 9–10, 2009, for the next great Region 3 conference!



ASSOCIATION OF LEGAL ADMINISTRATORS
The Source of Legal Management Information and Knowledge

Two hot topics. Two great events.

Add these interactive audio conferences to your January calendar today!

Straight Talk for Underperformers in Your Workplace

Wednesday, January 14, 2009

Noon- 1:30 p.m. EST

Where underperformance is concerned, workplace managers often tend to avoid the issue rather than face it head on. The result can be a major decline in key areas such as customer service, employee motivation, productivity, quality control, and staff turnover. Listen in on January 14 as management expert Amy Henderson reveals a practical step-by-step approach to dealing directly, and effectively, with the problem to get the results you need. Kiplinger's latest interactive audio conference will help you confront the problem and move forward.

This Audio Conference qualifies for 1.5 hours of CLMSM general education credit in the area of Communications Skills for those seeking to fulfill the CLM application.

[Register online today.](#) If you are unable to attend, [order a mixed-mode audio CD.](#)

The Right Moves: How to Build Success in a New Leadership Role

Thursday, January 15, 2009

Noon- 1:30 p.m. EST

Managers face major professional challenges when they move into a new leadership role -- whether it's through a promotion, moving to a new team, or joining a new organization. Is there a way to ensure success during this make it or break it period? According to leadership expert Michael Watkins, there is a way to build a personal plan for success with fundamental principles that apply to everyone. Content provided by Harvard Business Publishing.

Free to each registered site: In advance of the event, each site will receive a copy of a new Harvard Business Review article, "**Seeing STARS: Matching Your Transition Strategy to the Situation.**" After the event, each site will receive a complimentary copy of the book, "The First Ninety Days," and a Key Learning Summary which captures the key themes and insights from the audio conference.

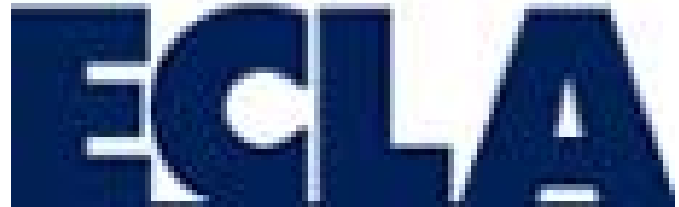
This Audio Conference qualifies for 1.5 hours of CLMSM general education credit in the area of Organizational Development Skills for those seeking to fulfill the CLM application.

[Register online today.](#) If you are unable to attend, [order a mixed-mode audio CD.](#)



The 10th Annual Burton Awards competition for rewarding effective legal writing is now under way. Entries must be completed and submitted only by an ALA member to be eligible, and are due by March 27, 2009.

View the [category information and submission details](#)



New to the Legal Profession or to Law Firm Management?

ALA's three-day comprehensive curriculum in [Essential Competencies for Legal Administrators \(ECLA\)](#) has been amplified, resulting in a new, even more powerful educational program for principal administrators, functional specialists, or anyone new to the legal profession.

ECLA will be held twice in 2009, and class sizes are limited. The ECLA dates and locations for 2009 are:

- **March 9-11, 2009**
Sheraton Inner Harbor, Baltimore, MD
- **November 2-4, 2009**
Hampton Inn & Suites, Chicago, IL



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Chapter Event Dates

Wednesday, January 21st - [Banker's Club](#)
 LinkedIn
 Wednesday, February 18th - [Banker's Club](#)
 Diversity
 Thursday, March 5th
 Breakfast Roundtable

2008-09 Board of Directors and Committee Chairs

President	Janet Sullivan	513-587-4458
President Elect	Kimberlee Nickolas	513-929-3480
Secretary	Jeffrey Middendorf	513-721-4532
Treasurer	Roxanne Benjamin	513-852-6038
Treasurer Elect	Julie Pile	513-619-1637
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Membership	Andrea Griffith	513-852-6006
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Newsletter	Julie Pile	513-619-1637
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Reminder

ALA [National membership dues](#) are due January 31, 2009 and local section dues are also due on January 31, 2009.

Receiving this newsletter via fax?
 Please send your e-mail address to [Andrea Griffith](#).
 So that you may receiving this newsletter electronically and take advantage of all the hyperlinks which are not available in the printed version

This Greater Cincinnati Chapter of the Association of Legal Administrators newsletter is published monthly for the education and benefit of legal administrators. It is not published for the purpose of rendering legal, accounting, or other professional services or advice. Nothing contained in this newsletter should be construed as legal, accounting, or other professional services or advice.

Other Events of Interest or Dates of Note

- Monday, January 12th 12–1 pm
 ILTA Webinar – [Investing in and Managing Technology in a Challenging Economy](#)
- Tuesday, January 13th
 ALA Awards Program Deadline
- Wednesday, January 14th 12–1:30pm
 ALA Teleconference – [Straight Talk for Underperformers in Your Workplace](#)
- Thursday, January 15th 12–1:30pm
 ALA Teleconference – [The Right Moves: How to Build Success in a New Leadership Role](#)
- Thursday, January 15th 12–1pm
 BEC Webinar – [Microsoft Word – Styles](#)
- Friday, January 16th 12–1pm
 BEC Webinar – [Microsoft Word 2007 – Normal Template](#)
- Friday, January 16th 1–2:30pm
 Lorman Webinar – [Understanding the COBRA Alternative Coverage Rules](#)
- Monday, January 19th
 Martin Luther King Jr. Birthday
- Tuesday, January 20th
 Inauguration Day
- Tuesday, January 20th 7:30–9am
 FSSP – [Reducing Your Property Tax Bill](#)
- Wednesday, January 21st 2–3:30pm
 ALA Webinar – [Indispensible Legal Technology](#)
- Wednesday, January 21st 6–7:30pm
 FSSP – [Reducing Your Property Tax Bill](#)
- Wednesday, January 21st 12–1pm
 ILTA Webinar – [Using Extranets in Corporate Legal Departments](#)
- Wednesday, January 21st 1–2:15pm
 New Horizons Webinar – [Introduction to Tips & Tricks for Microsoft Office 2007](#)
- Wednesday, January 21st 1–2:30pm
 Lorman Webinar – [Return on Investment for Wellness Programs](#)
- Friday, January 23rd 12–1pm
 BEC Webinar – [Microsoft Word 2007 – Styles](#)
- Monday, January 26th
 Chinese New Year
- Tuesday, January 27th 6–7:30pm
 FSSP – [Reducing Your Property Tax Bill](#)
- Wednesday, January 28th 1–2:30pm
 Lorman Webinar – [Answers to Top 10 Common Payroll Questions](#)
- Thursday, January 29th 12–1pm
 BEC Webinar – [Microsoft Word 2007 – Customizing the Ribbon](#)
- Saturday, January 31st
 National & local membership dues due
- Sunday, February 1st
 Super Bowl Sunday
- Monday, February 2nd
 Groundhog Day
- Wednesday, February 11th 1–2:15pm
 New Horizons Webinar – [Intermediate Tips & Tricks for Microsoft Office 2007](#)
- Saturday, February 14th
 Valentine's Day
- Monday, February 16th
 Presidents' Day
- Wednesday, February 18th 2–3:30 pm
 ALA Webinar – [Leaves of Absences](#)
- Thursday – Saturday, February 19–21st – Carefree, AZ
[The Extraordinary Law Firm Conference](#)
- Tuesday, February 24th
 Fat Tuesday
- Wednesday, March 11th: [The Better Mousetrap: Strategies for Meeting Associated, Partner & Client Expectations](#)
- Wednesday, April 22nd
 ALA Webinar – [Mastering Time \(Time Management\)](#)
- Monday – Thursday, May 18th – 2st – New Orleans, LA
[ALA 38th Annual Educational Conference & Exposition](#)
- Wednesday, June 17th 2–3:30pm
 ALA Webinar – [Strategies for Digging out of the E-Mail Bog](#)
- Wednesday, July 15th 2–3:30pm
 ALA Webinar – [Alternative Work Arrangements](#)
- Wednesday, August 19th 2–3:30pm
 ALA Webinar – [Records Management – Finding the Needle in the Haystack and Why It's Important](#)
- Thursday, August 20th 12–3:30pm
 ALA Webinar – [Law Firm Profitability Enhancement Webcast](#)