






INFORMATION AND RESOURCES
As of September 28, 2005

<p>ALA CURRENTS contact: trubinas@alanet.org ph: (847) 267-1393</p>	<p> Twice a month, get the management information you need delivered right to your desktop, in a concise and easy-to-read format. Subscribe at http://www.alacurrents.org/ for news and tips from both legal industry experts and management consultants.</p>
<p>ALA LOGO PRODUCTS contact: nlarson@alanet.org ph: (847) 267-1361</p>	<p>Need the perfect gift for speakers, guests, leaders completing service - or just to say thank you? Demonstrate your pride in ALA with these logo products. Order online. http://www.alanet.org/education/mrc/logoprod.html</p>
<p>ALA MANAGEMENT ENCYCLOPEDIASM (ALAME) contact: rshiels@alanet.org ph: (847) 267-1384</p>	<p>When you need answers to your most pressing legal management problems, you need the <i>ALA Management EncyclopediaSM (ALAME)</i>. Now available online, the <i>Encyclopedia</i> provides a wealth of comprehensive and timely original articles on the topics you need most to efficiently and successfully manage your law firm, corporate legal department or governmental agency. Providing the knowledge you need – when you need it – the online <i>Encyclopedia</i> is a unique product. http://www.alanet.org/alame</p>
<p>ALA MANAGEMENT RESOURCES CATALOG contact: alagorio@alanet.org ph: (847) 267-1380</p>	<p>Is your reference shelf a bit barren? Do you want a copy of <i>The Extraordinary Administrator</i>? Are you looking for ways to improve your leadership skills? Find the books you need through ALA’s own bookstore. Order online with a money-back guarantee. http://www.alanet.org/education/rescat.html</p>
<p>ALA MANAGEMENT SOLUTIONSSM contact: sumbdenstock@alanet.org ph: (847) 267-1385</p>	<p> A reference-desk service available to ALA members, at no charge. Get help with your management dilemmas from ALA staff with law-firm background and research experience. Research studies and personalized assistance save you time, and are worth the cost of membership! http://www.alanet.org/members/solution/index.html</p>
<p>ALA NEWS contact: trubinas@alanet.org ph: (847) 267-1393</p>	<p> ALA’s member magazine keeps you up-to-date on national, regional and local happenings within the Association. Plus, it offers features on personal development and career enhancement. http://www.alanet.org/periodicals/alanews.html</p>
<p>ALA VALUE IN PARTNERSHIP (VIP)SM PROGRAM contact: dcurtis@alanet.org ph: (847) 267-1388</p>	<p>ALA membership can pay for itself many times over through the special discounts offered on products and services from nationally known suppliers. ALA members, their employers and their families have the opportunity to enjoy the savings these benefits provide. http://www.alanet.org/members/prog.html</p>



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<p>ALANET.ORG contact: jdouglas@alanet.org ph: (847) 267-1382</p>	<p> ALA is at your fingertips: news, resources, idea-sharing and much more, available at your convenience. Register for events, ask your peers for advice, read up on topics of interest – it’s all waiting for you. Just point and click! http://www.alanet.org</p>
<p>AMERICAN BAR INSURANCE (ABI) PROGRAM contact: dcurtis@alanet.org ph: (847) 267-1388</p>	<p>Employment practices liability insurance, group variable universal life insurance, disability income insurance – special discounts on these and other products are available to ALA members. This program is co-sponsored by ALA and American Bar Insurance consultants. http://www.alanet.org/whatsnew/abi/index.html</p>
<p>ANNUAL CONFERENCE contact: krosssell@alanet.org ph: (847) 267-1372</p>	<p>ALA’s Annual Educational Conference and Exposition is the premier event for management professionals in the legal industry. Attend educational sessions presented by recognized experts; visit the exhibit hall for the latest products and services; catch up with old friends and make new contacts. http://www.alanet.org/conf/index.html</p>
<p>A BUSINESS SKILLS CURRICULUM FOR LAW FIRM ASSOCIATES (BSC) contact: mparisi@alanet.org ph: (847) 267-1395</p>	<p>Your new associates probably don’t know much about the day-to-day operations of a law firm. And it would be unusual for them to have the business, management and supervisory skills they’ll need to be successful contributors to the firm. The BSC is a resource and curriculum planning tool you can use to develop and conduct a successful associate training program, customized to fit your firm’s needs. http://www.alanet.org/education/mrc/plan.html</p>
<p>CERTIFIED LEGAL MANAGER (CLM)SM PROGRAM contact: pstong@alanet.org ph: (847) 267-1391</p>	<p>Becoming a Certified Legal Manager gives an administrator the opportunity to demonstrate mastery of the body of knowledge necessary for successful performance in managing a law firm or office. Add to your professional credentials and achieve public recognition of your proficiency! http://www.alanet.org/education/cert.html</p>
<p>CHAPTER CHALLENGE PROGRAM (FALA) contact: jmichalik@alanet.org ph: (847) 267-1360</p>	<p> The Foundation of the Association of Legal Administrators (FALA) is ALA’s education and research affiliate. A major FALA emphasis is its Chapter Challenge Program, which provides grants and seed money to ALA chapters to help them develop professional, educational and community service projects. A key component of the Chapter Challenge Program is its encouragement of projects that can form models for similar programs by other chapters. http://www.alanet.org/alaok/charity.html</p>



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<p>CLIENT SATISFACTION SYSTEM contact: rbramson@alanet.org ph: (847) 267-1377</p>	<p>Want to let your firm’s clients tell the lawyers about themselves, their legal service needs and how they’d prefer to be treated? Or do you want to give the staff a chance to suggest improvements to their working environment? Let the AndersonBoyer Group and Applied Statistics Laboratory show you how. http://www.alanet.org/whatsnew/css/index.html</p>
<p>COMMUNITY SERVICE contact: scarasso@alanet.org ph: (847) 267-1378</p>	<p> ALA’s Community Challenge Weekend encourages ALA chapter members and friends to join in contributing time, energy and resources toward helping those in need tackle their everyday challenges. http://www.alanet.org/about/commchallweekend.html</p>
<p>COMPENSATION AND BENEFITS SURVEY contact: dthomas@alanet.org ph: (847) 267-1362</p>	<p>ALA conducts the only national-level survey focusing on salary and benefits for management positions in the legal industry; other organizations collect some of this same data, but sell it for an exorbitant price. And they don’t approach the same level of detail as ALA provides!</p>
<p>CORPORATE/GOVERNMENT FALL FORUM contact: pstong@alanet.org ph: (847) 267-1391</p>	<p>If you’re in the corporate, government or nonprofit sector, you face different issues than your peers in private law firms. This program gives you a chance to address the challenges unique to your environments. Special Idea Exchanges let you interact with administrators from coast to coast. http://www.alanet.org/education/corpgov/index.html</p>
<p>DIVERSITY contact: mparisi@alanet.org ph: (847) 267-1395</p>	<p> It’s no secret that Corporate America values diversity initiatives now more than ever before. ALA’s own Diversity Toolkit gives law firms and legal departments a guide to developing, implementing and maintaining diversity programs suited to the organization’s own unique culture. http://www.alanet.org/diversity/index.html</p>
<p>ESSENTIAL COMPETENCIES FOR LEGAL ADMINISTRATORS (ECLA) contact: jmarshall@alanet.org ph: (847) 267-1396</p>	<p>Are you new to legal management? Or are you a functional specialist – perhaps an accounting or HR manager – who wants to move into a principal administrator role? This three-day course is perfect for those who need to build expertise in managing a law firm or legal department. http://www.alanet.org/education/ecla.html</p>
<p>THE EXTRAORDINARY ADMINISTRATOR: CAREER PROGRESSION FOR LAW FIRM MANAGERS contact: pstong@alanet.org ph: (847) 267-1391</p>	<p>What are the essential qualities of an extraordinary administrator? How do you acquire and/or develop these skills and talents? This groundbreaking book, developed specifically for law office management professionals, offers practical ideas and suggestions to help unlock your true potential and give your career that added boost. http://www.alanet.org/education/mrc/carperres.html</p>







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<p>INTELLECTUAL PROPERTY (IP) RETREAT contact: jmarshall@alanet.org ph: (847) 267-1396</p>	<p>Intellectual property firms have many specialized and detailed administrative and support requirements. This retreat concentrates on emerging trends, providing an in-depth analysis of the hot areas in IP management. http://www.alanet.org/education/ip/index.html</p>
<p>JOB BANK/CAREER CENTER contact: nlarson@alanet.org ph: (847) 267-1361</p>	<p>Looking for a new position? Need to replace a valued member of your leadership team? Use ALA's redesigned Career Center to post your own résumé, or advertise an open position in your firm. New features: ads accepted for management positions in nonlegal professional services firms, and staff positions in law firms; postings are fully searchable; extended run time (6 weeks). http://www.alanet.org/jobs/index.html</p>
<p>LARGE FIRM ADMINISTRATORS—JUST FOR YOU! contact: nlarson@alanet.org ph: (847) 267-1361</p>	<p>If you're the principal administrator in a firm of 100 or more attorneys, check out the special services ALA has created for your benefit. The LFA caucus has its own listserv where you can discuss topics of particular interest, and you're eligible to participate in a separate compensation and benefits survey just for large firms. Also, the Large Firm Principal Administrators retreat, held every fall, focuses on topics unique to the larger law firm.</p>
<p>LAW FIRM FINANCIAL MANAGEMENT CONFERENCE & EXPOSITION contact: jmarshall@alanet.org ph: (847) 267-1396</p>	<p>Whether you're a legal financial professional or the principal administrator of a small- to mid-sized firm, here's your opportunity to enhance your financial management skills. Get the knowledge and information you need to manage law firm finances with increased confidence and assurance. http://www.alanet.org/education/finance/index.html</p>
<p>LAW FIRM PROFITABILITY ENHANCEMENT PROGRAM contact: jmarshall@alanet.org ph: (847) 267-1396</p>	<p>Learn how to control costs, target your firm's financial strengths and increase profitability with a quick and easy cost-accounting tool. This program is a live, interactive webcast; you'll listen by phone and view via the Internet. If you're in a small or mid-size firm, or are new to law-firm accounting, this is the program for you! http://www.alanet.org/education/profit.html</p>
<p>LEGAL MANAGEMENT MAGAZINE contact: trubinas@alanet.org ph: (847) 267-1393</p>	<p> This bimonthly journal delivers unparalleled coverage of the latest issues impacting your profession. Read articles packed with practical information that will help you manage your office more efficiently. In print or online, it meets your needs! http://www.alanet.org/periodicals/printcenter.html</p>
<p>LEGAL MANAGEMENT RESOURCE CENTER (LMRC) contact: jdouglas@alanet.org ph: (847) 267-1382</p>	<p> Answers to your questions are just a mouse click away at ALA's Web page focused on you, the administrator. The LMRC is your link to proven, current material on legal management; special features for ALA members include access to members-only areas and customizing the page for news, weather and other tools. http://thesource.alanet.org</p>




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<p>LISTSERVES contact: jwaugh@alanet.org ph: (847) 267-1381</p>	<p> Are you a chapter leader? The administrator in a corporate or governmental office? The principal administrator in a firm of 100+ lawyers? Then you should participate in one of ALA’s three special-interest listserves (Chapter Presidents, Corporate/Government or LFA Caucus). These listserves are perfect tools for exchanging ideas, solving problems, sharing solutions and discussing issues unique to your group.</p>
<p>MEMBERSHIP & PEER CONSULTING DIRECTORY contact: dcurtis@alanet.org ph: (847) 267-1388</p>	<p> Check it out whenever you need to network with your peers, in town or across the continent. And if you need an expert, use the yellow pages to find a Peer Consultant – an ALA member who has volunteered to serve as a resource on specific topics.</p>
<p>ONLINE DISCUSSION GROUPS contact: jdouglas@alanet.org ph: (847) 267-1382</p>	<p> These groups are a quick and easy way to “talk” to your colleagues about management issues you may be experiencing – and they’re only available to regular ALA members. Human Resources and Technology have subject-specific groups, and there’s an Open Forum for general topics. http://www.alanet.org/members/network/index.html</p>
<p>PEER CONSULTING contact: dcurtis@alanet.org ph: (847) 267-1388</p>	<p> Got a question? Phone a friend! One of the greatest information resources ALA provides is a network of expertise – those who willingly share their accumulated knowledge, wisdom and experience with others. Your fellow administrators – and ALA members – can be the best source of help. Find a friendly expert quickly through the Peer Consulting Directory: in print at the back of the <i>Membership & Peer Consulting Directory</i>, or on the Web at http://thesource.alanet.org.</p>
<p>REGIONAL CONFERENCES contact: mparisi@alanet.org ph: (847) 267-1395</p>	<p>Regional conferences are mini-versions of ALA’s Annual Conference, complete with valuable education sessions and vendor exhibits. Networking opportunities abound! Closer to home, less time away from the office and fewer travel costs – do you need any other reason to attend? http://www.alanet.org/education/index.html</p>
<p>TELESEMINARS contact: jmarshall@alanet.org ph: (847) 267-1396</p>	<p>Sit in your office, conference room or even your own home and “attend” these 2-hour seminars via phone and Internet links. Subject-matter experts cover a variety of management and personal development topics. One fee allows an unlimited number of participants at your location. http://www.alanet.org/education/regconf/telesem.html</p>



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<p>200 WAYS TO MAKE YOUR LAW FIRM AN EXTRAORDINARY PLACE TO WORK contact: sumbdenstock@alanet.org ph: (847) 267-1385</p>	<p>ALA asked, and you answered: What do you do to stand out as an employer? What makes your staff and attorneys want to come to work every day? From food fests to a “respectful workplace” policy, you’re sure to find something in this new book that will help you make your own law firm an extraordinary place to work!</p>
<p>VENDOR LISTINGS contact: jlonergan@alanet.org ph: (847) 267-1379</p>	<p> The right products and services are key to successful legal administration. This section of ALA’s Web site provides links to consultants, suppliers, manufacturers, service providers and training organizations. If you’re looking for a vendor, start your search here! http://www.alanet.org/vendors.html</p>