

STATE BAR
OF
MICHIGAN

Legal Administrator Section

Summer 2000 Newsletter

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State Bar Annual Meeting Speaker Announced

The Seminar for State Bar Annual Meeting has been set.

Date: 9/22/00

Time: 10:00 – 11:00 a.m.

Place: Cobo Hall

Topic: “Put Balance Into Your Professional and Personal Life”

Presenter: Palma C. Baker, M.A., CCC-SLP; Clarkston, MI

At our seminar, Ms. Baker will present “**Putting Balance Into Your Professional Life.**” As we rush around doing more and more each day, we do not know the meaning of “balance” in our lives. We have blurred the lines between work and play, industry and rest, business and family. We need to become conscious of how to rest even during times of change, what relaxation is on a personal level, and how to work balance into our busy schedules. Result: More productivity. Learn to take action for yourself!

Palma C. Baker is a certified Speech Language Pathologist and received her B.A. from Michigan State University and M.A. from Louisiana State University. Her clinical experience has been in treatment of neurologically impaired children and adults in many rehabilitation settings. She is also an Instructor, Administrator & Consultant in the field of Communication Disorders, Team Leadership and Healthcare Management. Ms. Baker currently is a member of the Macomb Community College adjunct faculty, teaching business communication courses and corporate training and instruction.

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Speaker Announced

Palma Baker has been a seminar presenter at the ASHA 1987 Convention, a speaker at the Santa Clara Annual Conference, a presenter at a mini-seminar at the 5th National Traumatic Brain Injury Symposium in Baltimore, Maryland, and a speaker at the 10th Annual Traumatic Head Injury Conference, Braintree, Massachusetts. She has also been a lecturer for various other groups.

Most recently, Ms. Baker has been involved in her own corporation as a speaker focusing on the skills needed for leadership and communication in the business world. Her presentations address such topics as: Putting Balance Into Your Professional Life, Preparing for Presentations, Better Business Writing, and Communication and Better Customer Service.

Did You Know We Had a Seminar on the Fine Art of Small Talk?

On May 25, 2000, the Legal Administrator Section held a breakfast seminar entitled, "The Fine Art of Small Talk," with Dickinson Wright being our hosts. The seminar focused on improving conversational skills in the workplace and at social functions. Many creative suggestions were offered, including how to bring out common points of interest during the course of normal conversation and the importance of eye contact. Our speaker, Ms. Deborah Fine, interacted with the audience before, during and after the presentation using the various methods she spoke of. Everyone attending agreed that this was a worthwhile morning. Not only were conversational tools reinforced, but new suggestions and ideas were presented as well.

Now...we need to hear from you. What sort of educational seminars would you find to be beneficial? One of our goals for the upcoming year is to improve attendance at the various functions we hold. Without your input, we do not know what it will take to get you to one of our events. Please take a few minutes and send your thoughts and ideas to Michelle Schrinier at mschrinier@dykema.com.

Did You Know?

- Among firms with 10 to 24 lawyers, 48% now use Word, 27% use WordPerfect, and 25% use both. On the other hand, in firms with more than 100 lawyers, 68% use Word and only 12% use WordPerfect (with 22% using both), concludes a Potomac Consulting Group survey.
- The vast majority (98.7%) of paralegals surveyed use a PC every day. Perhaps as a result, just over half (50.5%) of these users report they have above-average technology expertise (as compared to others in their firm or department), while 44.5% say they have average expertise, and a mere 5% own up to being below average, reports *Legal Assistant Today's Technology Survey 2000*.
- Some 2.2 million employees (or 28.9% of the workforce in organizations with 100 or fewer employees) telecommuted in 1999, up 29.4% from 1.7 million in 1998, according to International Data Corp.

Source: IOMA's Report on Controlling Law Firm Costs, Issue 00-8 August 2000

Tips and Tidbits

The following “helpful hint” was taken from the September issue of the Organized Executive

Management Strategies

Peter Drucker on Managing Well

Here are three ideas from management guru Peter Drucker that might belong in your arsenal:

1. Balance These Four Management Tasks

Drucker writes that an effective manager must do these four things well *and* keep them in balance:

1. Set objectives and plan how to reach them.

2. Motivate people through relationships, incentives and promotions.

3. Measure and develop yardsticks for everything from organizational goals to the performance of subordinates.

4. Develop people by bringing out what is strong in them.

2. Keep Meetings on Track

At the beginning of each meeting, state its specific purpose and the outcome you want to achieve.

At the end of the meeting, go back to that opening statement and compare what actually happened at the meeting to its original intent. You'll quickly see

where and how you wandered off-course.

3. When Jobs Are Unfit for Human Beings

Drucker writes, “Any job that has defeated two or three men [or women] in succession, even though each had performed well in previous assignments, must be assumed unfit for human beings. It must be redesigned.”

Sources: The Effective Executive by Peter F. Drucker, HarperBusiness Books edition, 1993; People and Performance: The Best of Peter Drucker on Management by Peter F. Drucker, Harper's College Press, 1997.

Did You Know?

*That a Hygrometer
is an instrument
that measures
the humidity
of the atmosphere?*



*A Date to Remember
October 27-28, 2000*

ALA's Region 3 Conference

Being held at the Hyatt Hotel,
Wichita, Kansas

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