

**Wisconsin Association of Legal Administrators  
2009 CLM Education**

**If you are considering taking the Certified Legal Manager (CLM)<sup>SM</sup> Exam within the next 24 months, the education sessions in the attached table, which WALA provided to the membership this year, will qualify toward the General Education Requirements of the CLM<sup>SM</sup> Application.**

All initial CLM candidates must provide evidence of having attended, within 24 months preceding the date of application, at least 120 minutes of course work in each of five (5) management areas. They are: writing skills, communication skills, self-management skills, information technology and organizational development. **Applicants who are functional specialists (HR, Finance, Facilities, etc.) must complete an additional 15 hours of coursework in designated areas other than their field of specialty.** Functional specialists include the manager of Human Resources, Finance, Facilities, Information Systems, or Marketing and you must have at least five years of experience, three of which must be in a supervisory position. Please see <http://www.alanet.org/education/cert.aspx> for more information.

Recertification requires evidence of having completed a total of 36 hours of course work during the prior three years including a **minimum of three (3) hours in each of the following subject areas:** communication and organizational management, financial management, human resources management, operations management, and legal industry/business management. As part of the total 36 hours, **you must complete:** a minimum of 1 hour in business ethics and a minimum of 1 hour in substance abuse.

**All initial CLM candidates, functional specialists and recertifying CLM's are reminded to keep track of the individual education attended at ACE (separate tracking spreadsheet provided in registration materials), regional and annual conferences.**

<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Speaker</b>	<b>Minutes</b>	<b>Content Area/Initial CLM</b>	<b>Recertification/Specialist Category</b>
1/7/09 - Madison	noon - 1:00 pm	How to Make Presentations & Speak with Confidence	Justice Michael J. Gableman	60	Communication Skills	Communication & Organizational Management
1/15/09 - Milwaukee	noon - 1:00 pm	Roundtable: Best Practices for a New Year		60	n/a	n/a
2/19/09 - Joint Milwaukee & Madison	noon - 1:00 pm	HR - A Dashboard of the Basics	Matt Shefchik	60	Organizational Development	Human Resources
3/10/09 - Milwaukee	noon - 1:00 pm	Leading the Firm in Hard Economic Times	Virginia Bartelt	60	Organizational Development	Legal Industry
3/18/09 - Madison	noon - 1:00 pm	Leading the Firm in Hard Economic Times	Virginia Bartelt	60	Organizational Development	Legal Industry
4/1/09 - Madison	noon - 1:00 pm	How to Minimize Professional Liability in your Firm	Vendor Partners	60	Organizational Development	Legal Industry
4/16/09 - Milwaukee	noon - 1:00 pm	Maintaining Professional Ethics & Integrity	Richard Cayo	60	Organizational Development	Legal Industry
5/13/09 - Madison	noon - 1:00 pm	Keeping the Basic Financial Toolbox Handy	Alan Olson	60	n/a	Financial Management
5/27/09 - Milwaukee	noon - 1:00 pm	Financial Reports that Come Alive!	Tom Nipko	60	n/a	Financial Management
6/16/09 - Milwaukee	noon - 1:00 pm	Building Safety: How Safe Are You ?	Patrick Ostrenga	60	Organizational Development	Operations Management
6/17/09 - Webinar	1:00 pm - 2:30 pm	Strategies for Digging Out of the E-Mail Bog	Rita Alli & Honora Wade	90	Self Management	n/a

7/8/09 - Madison	noon - 1:00 pm	How to Implement Change in the Professional Services Industry	Dan Loichinger	60	Organizational Development	Operations Management
7/23/09 - Milwaukee	noon - 1:00 pm	Marketing: Getting Employees Engaged	Andrew Bednall	60	Organizational Development	Communication & Organizational Management
8/5/09 - Madison	noon - 1:00 pm	Technology - Webcasts, Podcasts, Blogging...R U Connected	Nerino Petro	60	Information Technology	Communication & Organizational Management
8/20/09 - Milwaukee	noon - 1:00 pm	Document Retention - Good Practice or Backlog ?	Brenda Majewski	60	Organizational Development	Legal Industry
9/2/09 - Madison	noon - 1:00 pm	Team Building - How to Keep your Best People When Upward Promotion may not be in the Cards	Michael Moore	60	Self Management	Human Resources
9/9/09 - Milwaukee	noon - 1:00 pm	Performance Reviews	Dr. Daniel Schroeder	60	Self Management	Human Resources
9/16/09 - Webinar	1:00 pm - 2:30 pm	Strengthen Your Bottom Line with a Well-Built Budget	Steven P. Odum & Sarah K. Taylor	90	n/a	Financial Management
10/15/09 - Joint Madison & Milwaukee	noon - 1:00 pm	How to Build on Firm Diversity	Debra Hix-Sykes & Sharon Jones	60	Communication Skills	Legal Industry
10/21/09 - Webinar	1:00 pm - 2:30 pm	Stepping Out of the Rubble: Developing a Disaster Recovery Plan that Works.	Linda M. Dickey	90	n/a	Legal Industry