



Breakfast at the Bar Series Managing Staff October 13, 2009

Tuesday, October 13, 2009
Lantz Welch Education Center,
KCMBA Headquarters,
1125 Grand Blvd., Suite 400,
Kansas City, MO 64106

Associate Training Program Co-Sponsored by the
KCMBA CLE Advisory Committee and Kansas City
Association of Legal Administrators



Seminar Information

1.5 CLE Hours in Missouri. Kansas credit unavailable.

Moderator: **Brian D. Larios**, Lathrop & Gage LLP
Speakers: **Mary S. Ecklund**, *Office Administrator, Polsinelli Shughart PC*
Shirley M. Mitchell, *Director of Human Resources, Baker Sterchi Condren & Rice, LLC*

This program will focus on the critical skills necessary to manage staff in a law firm environment. Topics will include: managing work assignments, establishing clear goals and objectives, the importance of realistic timelines, the importance of clear and honest feedback, conducting meaningful reviews, and understanding generational differences that effect workplace performance.

Schedule
8:30 a.m. Registration
9 a.m. Presentation
10:15 a.m. Adjourn

- **Payment** must accompany registration. KCMBA accepts cash, check or American Express, MasterCard or Visa. No admission ticket or confirmation will be sent.
- **Cancellations/No Shows:** Those who cancel at least 24 hours prior to the seminar will receive a credit voucher to use toward any KCMBA program for one year. No vouchers will be issued for "no shows" or for cancellations received less than 24 hours prior to the start of a CLE seminar. Registration fees cannot be refunded.
- **Special Needs:** If you need special accommodations, please contact KCMBA prior to the program date at (816) 474-4322.
- **Parking:** Parking is available at Standard Parking Garages at 12th & McGee and 1120 Oak or at Wall Street Towers Garage at 1112 Grand Blvd.

- KCMBA Member \$35
- Non-Member \$70
- Materials Only \$29.78

Register Me!

Breakfast at the Bar Managing Staff

E#266

Name _____
Name to appear on badge _____
Firm _____
Address _____
City _____ State _____ ZIP _____
Office Phone _____ Office Fax _____
E-mail Address _____

4 Ways to Register

- Mail registration form with check or credit card information to KCMBA, 1125 Grand Blvd., Ste. 400, Kansas City, MO 64106.
- Phone registration with credit card to KCMBA at (816) 474-4322.
- Fax registration with credit card to KCMBA at (816) 474-0103.
- Visit the CLE Registration page at www.kcmba.org to register on-line.

FEIN 43-0860985

If Paying by Credit Card: Please print clearly ○ American Express ○ MasterCard ○ VISA

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