

# *Let's Talk!* *Optimizing Verbal Communications*



Pennsylvania Bar Association  
Commission on Women in the Profession

***2011 Fall Retreat***

October 21-22, 2011 • The Hotel Hershey, Hershey, Pa.



# Let's Talk! Optimizing Verbal Communications

PBA Commission on Women in the Profession 2011 Fall Retreat

*Live*

*Laugh*

*Learn*

## Friday's Schedule

4:30 p.m. – 6:30 p.m.

Registration

*Make new friends, but keep the old. One is silver and the other gold.* — Girl Scout song. Unknown author.

Whether this is your first Women in the Profession Retreat or you attend year after year and whether you're a new lawyer or a seasoned professional, take this unique opportunity to join fascinating women lawyers from across the state to network and socialize.

During this extraordinary event you will build relationships with your colleagues and may:

- Discover how to develop business
- Get tips on practicing law
- Find out how to manage your work-life balance
- Obtain advice on advancing your career
- Explore alternative careers for lawyers
- Learn about techniques for finding a new job
- Hear sage advice on substantive or practice challenges you face
- Network with women lawyers from all over Pennsylvania as they generously share their knowledge and wisdom.

*You are guaranteed to come away from the Fall Retreat with a valuable professional connection, a new friend, or both!*

5:30 p.m. – 6:30 p.m.

Opening Cocktail Reception

6:30 p.m. – 7:45 p.m.

Dinner Break bread with friends and colleagues.

*Live*

7:25 p.m. – 7:45 p.m.

Keynote Address

### **The Seven Words You (Supposedly) Can't (But Need To) Say in the Law**

**Helen Richardson**, Counsel to Canon U.S.A., Inc., with apologies to the late George Carlin, will say "The Seven Words You (Apparently) Can't (but Need To) Say in the Law," including "perspective," "humility," "civility," "integrity," "priorities," "humor," and, in her case, "longevity." She may add some "L Words" about how "Live, Laugh and Learn" are not incompatible with "Lawyering."

If you are a Facebook user, [click here](#) for recent updates and developments for the 2011 PBA WIP Retreat.

*Laugh*

8:00 p.m. – 9:30 p.m.

(CLE# 6742A)

### **Improvisation for Lawyers**

1.5 Substantive CLE Credits

*A unique, interactive and truly FUN CLE! Think quickly on your feet and think outside the box!*

**Sharon Geller**, an adjunct professor at the Earle Mack School of Law at Drexel University, combines her talent as a comedic actress and her training as a facilitator in team-building to lead workshops on communication and diversity. When you leave a session taught by Sharon, you will have improved your abilities to think quickly and outside the box!

**This fun and interactive course is designed to teach lawyers the importance of communication through the use of improvisational tactics.**

Have a great time while enhancing your legal skills. During this session, you will learn to be in the moment, find out how to think more quickly on your feet, discover how to feel and appear more confident and see how to recover from mistakes seamlessly.

Together, we will explore problem-solving from numerous angles:

- Effective questioning during cross-examination
- Successful public speaking
- Powerful listening skills by being in the moment
- Handling the unexpected
- AND of course, thinking outside the box!

You will gain a better understanding of human nature by discovering the four elements involved with every interaction — **relationship, objective, location and tension or conflict** — and you will leave the program with new skills and improved old ones!

# Saturday's Schedule

7:00 a.m. – 8:00 a.m. Morning Fitness Activity — Yoga

8:00 a.m. – 9:00 a.m. Continental Breakfast Buffet

8:00 a.m. – 9:00 a.m. WIP Business Meeting

Find out how PBA Women in the Profession is serving you! Substantive programs. Mentoring. Public Service. *Voices & Views* newsletter. Quality of Life. Promotion of Women. And more. Help Women in the Profession help our community! Pick a committee or project that interests you and sign up to participate.

## Learn

9:00 a.m. – 1:00 p.m. (CLE# 6742B)

### Let's Talk: Optimizing Verbal Communications

3.5 Substantive CLE Credits

Includes a 15-minute break at 10:45 a.m.

*The most fun you'll have in a CLE all year!*

#### Our distinguished faculty:

- **Bonnie Allyn Barnett.** Chair of Drinker Biddle & Reath's Environment and Energy Practice Group and a managing partner in the firm, Bonnie combines an active litigation practice with counseling on regulatory compliance and the environmental implications of a wide range of business and real estate transactions.
- **Tonya M. Evans.** A law professor at the Widener University School of Law with expertise in the areas of intellectual property, entertainment law (literary and music), municipal finance, and trusts and estates, Tonya is a nationally recognized speaker.
- **Wendy P. Witt.** A trusts and estates lawyer and legal blogger, Wendy specializes in writing blogs, articles and web content for law firms as well as virtual legal communities and marketing firms.

#### When do you use verbal communications?

- Client meetings
- New client pitches
- Board meetings
- Depositions
- Motions and trials
- Teaching workshops and seminars
- Asking for a plum, career-making assignment
- Asking for a raise
- Job interviews

#### Learn how to:

- Persuade with more power and influence
- Face communications challenges with confidence
- Avoid the biggest mistakes attorneys make when they speak to a group
- Deal with speaking anxiety
- Make effective use of PowerPoint and other visual aids in the courtroom and boardroom
- Use notes properly
- Use "scripting" and other techniques for effective presentations
- Apply what you've learned
- AND MORE!
- *Try out your skills: Participants will have a chance to volunteer to give a two-minute presentation to the group and get feedback from the panel. No advance preparation necessary.*

1:00 p.m. – 2:00 p.m.

Lunch

Retreat wrap up. No goodbyes, only "so longs" with your old and new friends and colleagues. Then hit the road and be home in time for dinner.



## *Important Hotel Information:*

The Hotel Hershey is located at 100 Hotel Road, Hershey, PA 17033.

The hotel is holding a block of guest rooms for the 2011 WIP Fall Retreat attendees at a special group rate of \$199.00 per room, per night, plus taxes, for standard (single/double) accommodations. To reserve your room and obtain the special rate, call 717-533-2171 or 800-533-3131 before September 29, 2011, and identify yourself as a participant in the Commission on Women in the Profession's Retreat. After that date, reservations will be accepted on a space-available basis only. **Please note that your first night's room and tax will be charged to your credit card when you make your reservation.** If you would like to share a room but don't have a roommate, please email Emily Lewis at [Emily.Lewis@pabar.org](mailto:Emily.Lewis@pabar.org), and we will try to pair you with another attendee who is looking to share a room.

Space is limited, so reserve your room early!

## *Fall Retreat Public Service Project:*

This year, attendees at the WIP Fall Retreat will have the option of donating items to either The Central Pennsylvania Food Bank or The Harrisburg Humane Society. With the severe economic downturn in the United States and the recent weather disasters, families, as well as their pets, are in dire need of assistance. Both organizations would gratefully accept either cash or in-kind donations. Please remember to bring canned or non-perishable food products for the Food Bank and canned dog and cat food for the Humane Society. To view the humane society's donation wish list, [click here](#). Some of the most-needed food drive items are canned tuna, pasta/packaged noodles, soup, peanut butter, jelly, canned fruit, canned vegetables, crackers, tomato/pasta sauce and cereal. Remember that the Department of Health requires that all cans have labels and that packaged goods must be factory-sealed, in good condition, without rust or severe dents. Also, health laws prohibit the distribution of home-canned or home-packaged foods. Your help will be greatly appreciated at this difficult time for those less fortunate.

Any questions can be directed to the co-chairs of the Public Service Task Force, Elizabeth Simcox ([egs13@psu.edu](mailto:egs13@psu.edu) or 717-241-3521) or Lisa Watson ([lisawatso@pa.gov](mailto:lisawatso@pa.gov) or 717-787-9883). If you are unable to attend the retreat, please consider partnering with another WIP member who is attending and can deliver your contributions.

## *Attire/Spa Services:*

**Dress for all events is business casual.**

**Spa services are available at *The Spa At The Hotel Hershey*.<sup>®</sup>  
To make a spa reservation, call 1-877-772-9988. Reserve early.**

The MCLE programs for the 2011 PBA WIP Fall Retreat are presented in cooperation with the Pennsylvania Bar Institute. The Pennsylvania Bar Institute is approved by the Pennsylvania Supreme Court CLE Board as an accredited CLE provider. The individual CLE programs for this conference have been approved for the number of credit hours indicated.

**PENNSYLVANIA BAR INSTITUTE**  
*Continuing Education Arm of the Pennsylvania Bar Association*  
BRINGING EXCELLENCE TO CLE



**REGISTRATION FORM**  
**REGISTRATION DEADLINE: October 14, 2011**

Name \_\_\_\_\_ Nickname for badge \_\_\_\_\_

Address \_\_\_\_\_

Supreme Court ID number \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

- Please check here if you require special services. Please provide a written description of needs.
- Please check here if this is your first time attending the PBA WIP Retreat.

**REGISTRATION FEES:**

- PBA Member** ..... **No Charge**
- PBA Non-Member** ..... **\$100.00**

If you would like to become a PBA member, please click on the following link: <http://www.pabar.org/public/Membership/dues.asp>

**TOTAL REGISTRATION FEES DUE:** \_\_\_\_\_

**MEAL INFORMATION:**

*Please indicate below which meals/functions you will be attending.*

**Friday, October 21, 2011**

- Opening Cocktail Reception – Hors d’oeuvres, 5:30 p.m. – 6:30 p.m. .... **No Charge**
- Dinner, 6:30 p.m. – 7:45 p.m. .... **\$30.00**  
**Select One Entrée:**
  - Honey Lavender Glazed Salmon Filet, Herb Butter Sauce
  - Chicken Roulade, Stuffed with Artichokes, Spinach, Mushrooms, Parmesan Cheese

**Saturday, October 22, 2011**

- Continental Breakfast Buffet, 8:00 a.m. – 9:00 a.m. .... **No Charge**
- Buffet Lunch, 1:00 p.m. – 2:00 p.m. .... **\$10.00**

**TOTAL MEAL FEES DUE:** \_\_\_\_\_

**SESSIONS and CLE INFORMATION:**

*There are two CLE sessions being offered during the retreat. One program is being offered Friday night after dinner, and the other program is offered on Saturday. Please indicate below which sessions you plan to attend. The sessions are free, unless you want to receive CLE credit for those that are CLE approved.*

- Improvisation for Lawyers (CLE#6742A)  
8:00 p.m. – 9:30 9.m.      1.5 Substantive Credit Hours       No CLE Credit Needed: **\$0.00**       CLE Credit Requested: **\$30.00**
- Let’s Talk: Optimizing Verbal Communications (CLE#6742B)  
9:00 a.m. – 1:00 p.m.      3.5 Substantive Credit Hours       No CLE Credit Needed: **\$0.00**       CLE Credit Requested: **\$70.00**

**TOTAL CLE FEES DUE:** \_\_\_\_\_

**TOTAL AMOUNT DUE (REGISTRATION + MEALS + CLE FEES):** \_\_\_\_\_

- I will participate in the Morning Fitness Activity — Yoga — on Saturday, October 22.  
7:00 a.m. – 8:00 a.m. .... **No Charge**

**PAYMENT INFORMATION: Payment must accompany registration form. No phone reservations will be accepted.**

- My check payable to PBA is enclosed.      Or charge my:     Master Card     Visa     AMEX     Discover

Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized amount: \$ \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cancellation Policy: Registration deadline for the WIP Fall Retreat is October 14, 2011.** After that date, all registrations will be accepted on a space-available basis. Written cancellations must be received by noon on October 17, 2011. No refunds will be issued after that date. Upon receipt of the written cancellation notice, a refund will be issued minus a \$25 administrative fee.

**Return completed registration form and payment by October 14, 2011, to:**  
**PBA Meetings Department, P.O. Box 186, Harrisburg, PA 17108-0186 or fax credit card registration to 717-213-2507.**

**For more information, call 1-800-932-0311, ext. 2206 or 2245.**