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Thursday, April 24, 2014
Toronto

2014 Conference Series

Leadership for Women Lawyers

Making an impact

WITH THE PARTICIPATION OF:

ATD Legal Services Professional Corporation
Aird & Berlis LLP
BMO Financial Group
Bennett Jones LLP
Borden Ladner Gervais LLP
Deloitte Canada
Dykeman Dewhirst O'Brien LLP
McCarthy Tétrault LLP
Miller Thomson LLP

"Relevant topics and exceptional presenters."
– AMANDA M. QUAYLE, Partner, McDougall Gauley LLP

WHO SHOULD ATTEND?

Partners, associates, counsels in law firms; in-house counsels in the business and government sectors.

JUST SOME OF THE REASONS WHY YOU SHOULD ATTEND

- Find out which electronic tools and shortcuts can make you more efficient in your practice
- Learn practical tips to better understand the context of the client's "ask"
- Understand the differences between reporting for public versus private companies
- Hear what can, and should, be done with respect to a "difficult" client
- Find out what works and what may be limiting factors in effective negotiation
- Get to know the characteristics of an effective communication exchange
- Find out how to get the most out of a mentor relationship

TESTIMONIALS FROM ATTENDEES OF PAST CONFERENCES

"I really enjoyed the conversations and experiences shared."

– PATRICIA LANE, Managing Partner, Taylor McCaffrey LLP

"A terrific suite of speakers who shared personal stories, great advice and motivation."

– Dr. DENA McMARTIN, Associate Professor, University of Regina

"The Edmonton event was a tremendous learning and sharing event. I appreciated learning from the diversity of perspectives on leadership. I left with a few thoughts that have changed me, and a few more thoughts that I'm still mulling over. Thanks to FCI-CWI for organizing this great day dedicated to women supporting women."

– MONICA NORMINTON, QC

"The leadership conference was truly a moving event."

– GWEN QUIGLEY, Ernst & Young LLP

"Amazing conference. I really enjoyed the opportunity to participate and listen to great advice."

– JILLIAN SWARTZ, Partner and Co-Chair of the Professional Development Committee, Blake, Cassels & Graydon LLP

PARTIAL LIST OF ATTENDEES FROM PAST EVENTS

ACOA • Air Canada • Allstream • Astra Zeneca • BDC • BLG • BMO • Bank of America • Bell • Bennett Jones • Blakes • Bombardier • CATSA • CGI • CIBC • CMHC • *Cirque du Soleil* • Cogeco • Concentra Financial • Conexus Credit Union • Dalhousie University • Davies • Deloitte • Dentons • EDC • Ericsson • Ernst & Young • FCC • Fraser River Port Authority • Government of Ontario • Harvard Developments • KPMG • Laurentian Bank • MLT • MNP • McCarthy Tétrault • McMillan • Medisys • Memorial University • Molson • NSLC • National Bank of Canada • Ontario Power Generation • *Ordre des ingénieurs du Québec* • Osler, Hoskin & Harcourt • PwC • Pfizer • Phenomenome Discoveries • Port of Halifax • Pratt & Whitney • RBC • Radio Canada • Red River College • Royal BC Museum • SNC-Lavalin • Scotiabank • SaskEnergy • Shell • Sobey School of Business • Standard Life • Stikeman Elliott • Sun Life • TD • Torys

FEMMES DE CARRIÈRE EN INTERACTION / CAREER WOMEN INTERACTION (FCI-CWI)

FCI-CWI is a leading provider of leadership conferences for women executives and professionals across Canada. With high calibre speakers from a cross-section of industries, the conferences provide attendees with strategies to become more effective leaders.

Leadership for Women Lawyers

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8:15 Registration and networking breakfast

SESSION 1

Chair: MARY JANE DYKEMAN, Dykeman Dewhirst O'Brien LLP

8:45 Opening remarks of Chair

8:50 – 9:25 Using technology efficiently

SHELBY AUSTIN, Partner, Deloitte Canada; Owner, TD Legal Services Professional Corporation

The use of technology has become increasingly important in today's digital world. Learn how to navigate the bits and bytes and find out which electronic tools and shortcuts can make you more efficient in your day-to-day practice. Then learn how to keep up with the evolving technology trends. This presentation will include a discussion on:

- The saving tips and tricks
- Dangers arising from the use of technology
- How to stay current
- What is expected on the technological horizon

9:25 – 10:00 Building successful teams

SHERRI ALTSHULER, Partner, Aird & Berlis LLP

Effective team building can be the key to creating efficiencies of resources and preventing "burnout", while improving job satisfaction and client outcomes. This presentation will explore:

- Building a team
- Characteristics of an effective team
- Working better, together

Register today at: registration@fci-cwi.com

10:00 – 10:35 Acting effectively as external in-house counsel

MARY JANE DYKEMAN, Partner, Dykeman Dewhirst O'Brien LLP

To provide the best possible legal advice, it is important to know what the law requires or permits, but this is not enough. You must also take the extra steps to understand your client's strategic and business issues; adopting this lens leads to wise counsel.

- Practical tips to better understand the context of the client's "ask"
- Responding effectively means in a timely way, and in a form that is most useful to the intended audience
- Understanding your client's risk appetite and other lessons learned as in-house counsel

10:35 – 10:50 Networking break

10:50 – 11:25 Understanding financial statements

SHANNON MacDONALD, Partner, Deloitte Canada KAREN WERGER, Partner, Deloitte Canada

Financial statements can be complex and confusing particularly in our current environment where we are experiencing many changes in the accounting world. This session is designed to take some of the mystery out of understanding financial statements and to provide effective analytical tools to get a better understanding of the financial picture.

- Overview of financial statements and the importance of note disclosure
- How to analyze financial statements and note disclosure: common benchmarks and ratios used to analyze companies
- Common risk areas for misstatement
- Understanding the differences between reporting for public versus private companies

11:25 – 12:00 Client care

LORRAINE ALLARD, Partner, McCarthy Tétrault LLP

What should one do to make sure that clients are well taken care of and happy? What are dos and don'ts when dealing with clients? What can, and should, be done with respect to a "difficult" client? Regardless of whom you are dealing with, some things work with almost anyone:

- Do listen to your client, and respect their protocols
- Do ask questions
- Do set reasonable deadlines and budgets, and warn the client if these will likely not be met
- Do follow up

12:00 – 1:00 Networking lunch

Register today at: registration@fci-cwi.com

SESSION 2
Chair: BINDU CUDJOE, BMO Financial Group

1:00 – 1:35 The art of negotiating

KEYNOTE:
CHERYL M. WOODIN
Partner, Borden Ladner Gervais LLP

Negotiating effectively on behalf of clients (or yourself) in a legal environment requires a combination of confidence, preparedness, and a negotiation skill set. Confidence develops through an understanding of and trust in one's own negotiation skill set. A strong negotiation skill set usually includes an understanding of the following:

- Relationship building as central to even the most adversarial negotiations: how can we make it happen and what are the most common traps to avoid here
- The timing of difficult negotiations
- The importance of being seen to be successful in negotiations
- The use of both disclosure and silence to build credibility
- The role of emotion in argument
- Do you need to be right to win? (or how to be wrong and right anyway)
- Delivering ultimatums: risk and benefits
- Is there ever a time to pick a losing battle?

We will explore each of these concepts and discuss what works and what may be limiting factors in effective negotiation.

Cheryl M. Woodin is Regional Co-Leader of the Class Action Group at Borden Ladner Gervais LLP. A civil litigator, Cheryl practises in the areas of class actions, municipal liability, products liability, police liability, professional negligence and personal injury. She has extensive experience litigating and resolving multi-party proceedings for large institutional clients. Cheryl's class actions practice includes defence of mass tort claims, products and consumer protection claims. Cheryl has appeared at all levels of court. She regularly speaks at legal education and professional development seminars in the areas of civil litigation, class actions, insurance and personal injury. Following law school, Cheryl clerked for Mr. Justice Allen Linden at the Federal Court of Appeal.

1:35 – 2:10 Communicating clearly

JEILAH Y. CHAN, Partner, Bennett Jones LLP

Effective communication is an indispensable tool in the successful lawyer's toolbox. It is critical not only to the efficient delivery of advice in the fast-paced environment we operate in, but also in inspiring the confidence of our colleagues and clients. Effective communication separates the good enough lawyers from the ones that leave an impression. Don't wait for that hard-to-come-by second chance to make a first (and lasting) impression. This presentation will discuss:

- The importance of communication
- Characteristics of an effective communication exchange
- Barriers to effective communication
- Establishing authority and credibility
- Delivering "bad" news

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2:10 – 2:45 Delegating well

ANNA BALINSKY, Partner, Miller Thomson LLP
MARA BANACK, Associate, Miller Thomson LLP

Anna Balinsky will discuss the importance of clarity on both the part of the delegator and the recipient in effective delegation. She will review the importance of ensuring the aligning objectives, timing and responsibility between all parties involved in a given project. Using real life examples from her experience, Anna will demonstrate both effective and ineffective delegation and provide strategies for remedying ineffective delegation.

- Preparing for delegation
- Understanding the task
- The importance of questions
- Providing proper feedback

2:45 – 3:00 Networking break

3:00 – 3:35 Effective mentoring

THOMAS A. FENTON, Partner, Aird & Berlis LLP

Each young lawyer needs the benefit of an effective mentor – one who will take a mentee under his/her wing to assist the mentee in his/her professional development. That development includes practice management skills, managing file and client expectations, balancing work and family demands, etc. This presentation will address:

- How to be a good mentor
- How to be a good mentee
- How to get the most out of a mentor relationship

3:35 – 4:10 Advancing women lawyers in organizations

BINDU CUDJOE, Associate General Counsel & Managing Director, BMO Financial Group

Success in an organization is determined by many things – the structure of the organization, cultural and societal attitudes, and most importantly, you. Your personal attributes – like your focus, commitment, stamina and resiliency, and your life and professional choices – all influence your success and impact within an organization. This presentation will provide some insight into and ideas about:

- What attributes successful women lawyers commonly have
- How advancement differs in different places and at different career stages
- What you can do to advance yourself as a successful woman lawyer
- What to look for in your current, or future, organization

4:10 Closing remarks of Chair and end of conference

Register today at: registration@fci-cwi.com

Leadership for Women Lawyers

Thursday, April 24, 2014
Albany Club, 91 King East, Toronto

REGISTRATION FORM

Please print clearly.

FIRST NAME _____ LAST NAME _____

COMPANY _____ TITLE _____

MAILING ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

TELEPHONE _____ FAX _____ E-MAIL _____

SIGNATURE _____ REFERRED BY _____

Check applicable rate:

Early-bird rate: Register and pay before March 15, 2014

\$799 + HST \$103.87 = \$902.87

Regular rate: Register and pay before April 10, 2014

\$999 + HST \$129.87 = \$1,128.87

GST: 85486 8437 RT0001

SPECIAL RATE – 4 people for the price of 3

Register 3 people at applicable rate at the same time,
and you're entitled to register a 4th person at no charge.
Payment must be made in one cheque.

Submit your registration form to: registration@fci-cwi.com

Full payment is required in advance of conference date.

Please make your cheque payable to CAREER WOMEN INTERACTION and mail it to:

FCI-CWI
925, de Maisonneuve West #312
Montreal (Quebec) H3A 0A5

In case of cancellation:

A refund (less an administration fee of \$250 + HST) will be made if notice of cancellation is received by e-mail at registration@fci-cwi.com six weeks before the conference; please note that if you have not paid the registration fee, you will be invoiced for the administration fee of \$250 + HST. We regret that no refund will be given after this period; if you have not paid the registration fee, you will be invoiced for the registration fee + HST. A substitute attendee is welcome.

FCI-CWI may cancel the event if deemed necessary and will provide a full refund. No liability is assumed by FCI-CWI for changes in program date, content or venue.

Register today at: registration@fci-cwi.com