



January 8-12, 2024

# PROGRAM ON PROFESSIONAL DEVELOPMENT AND IDENTITY

# ABOUT THE PROGRAM



The Program on Professional Development and Identity is designed to introduce students to a set of skills that they will need in the first years of their career, regardless of the type of law they practice. The classes will be hands-on and interactive so that each student will have the opportunity to practice the skills. The program will be offered to 1Ls in the second week of J-Term 2024. Classes will be held in the morning and afternoons. The classes in the Program on Professional Development and Identity are not for academic credit. The Program on Professional Development and Identity is free of charge. Most classes will not be recorded.

Make your class selections by filling out this [form](#) by Sunday, December 3. We will confirm your class choices by December 11. We are offering 10 different classes this year. You cannot take them all. Some classes necessarily have time conflicts.

A student who completes four courses including at least one in each discipline will be awarded a Certificate of Completion of the Program on Professional Development and Identity and can list that accomplishment on the student's resume.

# ETIQUETTE DINNER

All students participating in the Program on Professional Development and Identity are expected to attend the Etiquette Dinner on January 9, 2024, from 6 p.m. to 9 p.m. at the Faculty Club. This is a fun evening in which you will learn how to feel relaxed in the stressful situation of a formal meal with a potential employer or client. Lawyers in Big Law, public interest organizations and government agencies frequently have to attend formal dinners for many reasons. Learn what is expected so you will not have to worry about it later. You will know what to do!

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## THE PROGRAM IS DIVIDED INTO THREE DISCIPLINES:



**Technology for  
Lawyers**



**Building Your  
Personal Brand**



**Well-being**



# TECHNOLOGY FOR LAWYERS

Lawyers need to know how to use the fundamental technology that comprises Microsoft Office and Adobe. [Craig Brody](#), a professional technology trainer, will lead these classes. Brody has taught technology to law students at the University of Pennsylvania Law School for many years. Brody has been teaching in the Program since its inception.

Not sure you need these courses? Please see this [short survey](#) to assess which technology courses would be of benefit to you.

We offer two sections of Word for Litigators, Word for Transactional Lawyers, Excel for Lawyers, and PowerPoint for Lawyers. There is no limit on the class size. We only are able to offer one section of Adobe for Lawyers.

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## 1. Microsoft Excel Fundamentals

Having Excel skills can be an important advantage for today's legal professional. Excel can analyze case data, track costs, calculate interest on court judgments, manage client information and create impressive charts and reports. This practical course introduces you to fundamental Excel commands using legal examples.

## 2. Microsoft Word for Litigators

Leverage the power of Microsoft Word to format litigation documents effectively in this hands-on workshop. Learn to setup Table of Contents and Table of Authorities in a sample brief. Work with Styles, Section Breaks and Header/Footers in order to create beautiful briefs.

## 3. Microsoft Word for the Transactional Attorney

Word is an essential application in many law practices, yet too much time is often spent formatting contracts and other legal documents. In this hands-on workshop, learn efficient methods to format documents with Multilevel lists, Styles, Cross Referencing, Footnotes and other commands. You will learn how to review documents with comments, track changes and compare.

## 4. Microsoft PowerPoint for the Legal Professional

Microsoft PowerPoint is a powerful presentation tool for legal professionals. You can use it to support your arguments, organize your topics, convey your points and keep your audience engaged. In this hands-on workshop, use PowerPoint to create slides and learn tips to build an effective presentation.

## 5. Adobe for Lawyers

Adobe creates PDFs (Portable Document Formats) that lawyers use to send final documents. It is a very powerful software tool that can be used to create, modify and edit documents.

# BUILDING A PERSONAL BRAND

The concept of a personal brand is how you present yourself professionally to your colleagues, clients, opposing counsel and the rest of the world. It is part of your professional identity and is an important factor in how others see you and treat you in the profession. Do you want to be seen as the "adult in the room," the "bulldog" who relentlessly pursues a client's goals, the peacemaker, the deal maker?

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## 1. Oral Presentations Outside of the Courtroom

This course meets for three sessions of two hours each session. The Oral Presentation course is three sessions, Monday, Wednesday and Friday. There is a Section in the morning (Section 1) and a Section in the afternoon (Section 2). You must attend all three sessions for the Section you select. Each Section is limited to 8 students.

This class on oral presentations will emphasize presentations outside of the courtroom setting. Many lawyers never set foot in a courtroom, but they still need to know how to make effective oral presentations to boards of directors or trustees, community groups, the press, client groups and others. The class will focus on the physical aspects of a presentation: presence, posture, eye contact, gestures, and voice. Each student will be required to make short presentations. Each presentation will be videotaped, and the instructor will sit with each student and provide feedback and suggestions. The course will be taught by Lee Broekman who specializes in teaching the skills of oral presentation to students, lawyers and other professionals. She coaches Am Law 100 firm leaders and senior managers of Fortune 1000 companies. Lee has been teaching in the Program since its inception.

## 2. Professional Emails

This class has one session. It is limited to 16 students.

Lawyers must learn to draft professional emails; it is one of the most important skills for a young lawyer. Former UCLA Law Professor Julie Cramer will instruct you on how to craft professional emails and how to avoid unfortunate errors.

## 3. Interview Practice

This course is one session and has no class size limit.

This course will teach best practices for interviewing and then provide opportunities to practice those interviewing skills.

# WELL-BEING

Practicing law is stressful, and it is particularly stressful during the early years of practice. Learn how to manage the stress so you can focus your energies on being successful for your clients and for yourself and build a sustainable career.

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## **Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset**

This course has two duplicate sessions. You should only attend one.

Many lawyers and law students would be shocked to learn that the perfectionism they wear as a badge of honor actually PREVENTS them from reaching their highest potential. But there's a key difference between perfectionism and the pursuit of excellence, and it turns out that the former can indeed be the enemy of the latter.

In this interactive program, participants will:

- Increase their awareness of the thoughts, emotions, and behaviors that underlie their perfectionistic tendencies
- Examine the costs that perfectionism can take on their personal, academic, and professional lives, and disentangle the positive aspects of their perfectionism from those that are harmful
- Learn why optimalism, growth mindset, and self-compassion are far more likely to produce desired outcomes
- Take steps to cultivate kinder self-talk, grit, growth mindset, and a more optimalist approach that will turbocharge their motivation, engagement, creativity, and well-being

Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset will be taught by Jordana Confino, Founder JC Coaching and Consulting, certified professional coach, speaker, and adjunct professor at Fordham Law School.

# COURSE LIST

We are offering 10 different classes this year. You cannot take them all. Some classes necessarily have time conflicts. Please select your classes by Sunday, December 3.

Discipline	Class	Time
Technology for Lawyers	Adobe for Lawyers	F: 9:00 – 10:30 AM
Technology for Lawyers	Excel for Lawyers (Section 1)	W: 9:00 – 11:00 AM
Technology for Lawyers	Excel for Lawyers (Section 2)	TH: 1:00 – 3:00 PM
Technology for Lawyers	PowerPoint for Lawyers (Section 1)	W: 1:00 – 2:30 PM
Technology for Lawyers	PowerPoint for Lawyers (Section 2)	TH: 9:00 – 10:30 AM
Technology for Lawyers	Word for Litigators (Section 1)	M: 1:00 – 3:00 PM
Technology for Lawyers	Word for Litigators (Section 2)	T: 9:00 – 11:00 AM
Technology for Lawyers	Word for Transactional Lawyers (Section 1)	M: 9:00 – 11:00 AM
Technology for Lawyers	Word for Transactional Lawyers (Section 2)	T: 1:00 – 3:00 PM
Building a Personal Brand	Oral Presentations Outside of the Courtroom, Section 1, Class 1-3	MWF: 9:30 – 11:30 AM
Building a Personal Brand	Oral Presentations Outside of the Courtroom, Section 2, Class 1-3	MWF: 1:30 – 3:30 PM
Building a Personal Brand	Interview Practice	T: 3:30 – 5:30 PM
Building a Personal Brand	Professional Emails	F: 10:45 AM – 12:15 PM
Mental Wellness	Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset (Section 1)	TH: 10:45 AM – 12:45 PM
Mental Wellness	Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset (Section 2)	TH: 3:00 - 5:00 PM
	<b>Dinner</b>	<b>Time</b>
	Etiquette Dinner	T: 6:00 – 9:00pm



# COURSE CALENDAR:

We are offering 10 different classes this year. You cannot take them all. Some classes necessarily have time conflicts. Please select your classes by Sunday, December 3.

Start Time	Monday, January 8		Tuesday, January 9	Wednesday, January 10		Thursday, January 11		Friday, January 12		
9 a.m.	Word for Transactional Lawyers (Section 1) 9:00 – 11:00 am		Word for Litigators (Section 2) 9:00 – 11:00 am	Excel for Lawyers (Section 1) 9:00 – 11:00 a.m.	Oral Presentations Outside of the Courtroom (Section 1, Session 2) 9:30 – 11:30 a.m.	PowerPoint for Lawyers (Section 2) 9:00 – 10:30 am		Oral Presentations Outside of the Courtroom Section 1, Session 3 9:30 – 11:30 am	Adobe for Lawyers 9:00 – 10:30 am	
10 a.m.		Oral Presentations Outside of the Courtroom, (Section 1, Session 1) 9:30 – 11:30 am								
11 a.m.							Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset 10:45 am – 12:45 pm			Professional Emails 10:45 am – 12:15 pm
Noon										
1 p.m.	Word for Litigators (Section 1) 1:00 – 3:00 pm	Oral Presentations Outside of the Courtroom (Section 2, Session 1) 1:30– 3:30 pm	Word for Transactional Lawyers (Section 2) 1:00 – 3:00 pm	Oral Presentations Outside of the Courtroom (Section 2, Session 2) 1:30 – 3:30 pm	PowerPoint for Lawyers (Section 1) 1:00 – 2:30 pm		Excel for Lawyers (Section 2) 1:00 – 3:00 pm		Oral Presentation Outside the Courtroom, Section 2, Session 3 1:30 – 3:30 pm	
2. p.m.										
3.p.m.						Secrets for Success: Unpacking Perfectionism and Cultivating a Superpower Mindset 3:00 – 5:00 pm				
4 p.m.			Interview Practice 3:30 – 5:30 pm							
5 p.m.										
6 p.m.										
7 p.m.										
8 p.m.										
9 p.m.										
			Etiquette Dinner 6:00 – 9:00 pm							

For more information, please email [careers@law.ucla.edu](mailto:careers@law.ucla.edu).