



WICHITA AREA CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS

Celebrating 35 Years

INSIGHT



ASSOCIATION OF LEGAL ADMINISTRATORS
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Region 3 Conference, Minneapolis Minnesota

By: Jana Waltman, WALA President

The conference in Minneapolis this past October was one of the best regionals I have attended. Educational offerings were diverse and the vendor show was large and varied. This year, I jumped in with both feet (probably had my eyes closed as well). I attended the Regional Council meeting, served as a member of the Regional Nominating Committee, and also helped out as a session manager. I had all these extra ribbons on my name tag which really made me feel like somebody really important. It is probably not a coincidence that the more I become involved with ALA, the more I seem to enjoy and benefit from a conference. I can hardly wait for Montreal!

One of the beneficial sessions I attended was "Why You Do What You Do" presented by Dr. Mimi Hull. I came away from this interesting session with several useful ideas, insights and tools.

Idea: Have someone teach someone what you want them both to learn.

Insights:

70% to 80% of communication is screened out or changed by the receiver.

What you say may not be what people hear, especially with the written word.

You cannot motivate other people; they have to motivate themselves. People do things for their reasons, not yours. "What's in it for me?"

Tools: 10 tips for dealing with difficult people:

1. Focus feedback at appropriate time and place.
2. Focus feedback on the behavior and not the person.
3. Focus feedback on behavior related to a specific situation rather than in the abstract.
4. Focus feedback on feelings rather than accusations.
5. Focus feedback on sharing of ideas rather than giving advice.
6. Focus feedback on exploring alternatives and finding a solution that all can "live with".
7. Don't be afraid of silence.
8. Focus feedback on emphasizing the positive rather than the negative. It takes three positives to overcome one negative.
9. Send clear messages verbally and non-verbally.
10. Stop wishing they were different.



Business Continuity Recap of a Great Session

By: Janie Jacobs,
WALASecretary

Janie Jacobs attended the presentation: Business Continuity: Mock Disaster given by Jeff Olejnik of Assurity River Group.

While attending the Regional Conference in Minneapolis, one of the sessions that proved to be most beneficial and interesting was the session on "Business Continuity". We divided into groups of 8 or 9 and walked through a mock disaster. The details of the disaster were given to us by the speaker.

Generally, when we think of disaster planning, we think of tornadoes, fires or floods. In reality, it is the smaller events such as power failures, bomb threats or network problems that plague us more often and have a more devastating effect on firm productivity and viability. Determine your firm's disaster risks.

You must determine what needs to be done. There will most likely be many scenarios in your disaster planning. You may have an action plan for emergency situations that are related to events that occur with or without advance warning. You most likely will have action plans for different levels of disaster. Levels of disaster are usually divided into how many days of facility inaccessibility or loss of power you will experience.

Key components of your disaster planning should include the following:

- *Employee Safety
- *Persons Responsible for Performing
Emergency Actions
- *Facilities
- *Preservation of Files & Records
- *Preservation of Systems and Equipment
- *Insurance Coverage
- *Client Communications

For your disaster planning to be completely effective, it should be realized that it is a "work-in-progress". Risks to the firm are constantly changing. Key personnel could change. Firms should always be thinking about contingencies and how to handle different situations.

Two quotes from this seminar that stood out the most to me were:

"Approximately 78% of businesses that experience a major disaster do not survive and go out of business in two years".

"If your firm does not have a Business Continuity or Disaster Plan in effect, start now. If nothing else gets done, just bringing together a committee of key personnel to start the brainstorming process is invaluable".



ALA Teleseminar programs offer all of the benefits of other "live" seminars but without the travel expenses and time away from the office. Presented live by experts in their field, these programs allows participants to listen and interact with the speaker from the comfort of their office or conference room.

One low registration fee of \$169 allows for as many participants as your space allows, making these programs a cost-efficient, educational opportunity for your firm or law department. And, if you missed a program, you can order CDs online — it's that easy.

Watch for monthly e-mails with program descriptions and registration information. Otherwise, visit ALA's Web site at www.alanet.org/teleseminars or call (847) 267-1252 for more details.

Teleseminar Schedule

February 23, 2006
Using Computer Forensics to Uncover
Information Compromise
Carole Longendyke, P.G. Lewis & Associates LLC

March 22, 2006
Strategies and Techniques for Bridging the
Multigenerational Divides
Phyllis Weiss Haserot, Practice Development Counsel

Celebrating 35 Years



ASSOCIATION OF LEGAL ADMINISTRATORS®
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Using Computer Forensics to Uncover Information Compromise

Carole Longendyke, P.G. Lewis & Associates LLC

February 23, 2006, From 1-3 pm.

Hosted by: DeAnna Williams, Hinkle, Elkouri Law Firm LLC

Employee compromise of data and the misuse and abuse of computers and resources account for millions of dollars in losses each year. ALA's February 23 teleseminar, "Using Computer Forensics to Uncover Information Compromise," will teach you to protect your information and your organization by understanding how information can be compromised. You will also learn about processes and controls for early discovery and mitigation should the organization and its reputation be put on the line.

Local Registration For ALA Teleseminars:

E-mail DeAnna Williams, Education Chair, at dwilliams@hinklaw.com to register for any ALA teleseminar or if you are interested in hosting a teleseminar for the chapter

Other Upcoming Teleseminars:

March 22, 2006 - Strategies and Techniques for Bridging the Multigenerational Divides
Phyllis Weiss Haserot, Practice Development Counsel



2005 WALA Holiday Tea

*By: DeAnna Williams,
WALA President-Elect*

On Wednesday, December 14, 2005, Jana Waltman, WALA President, graciously invited all WALA Members to a Holiday Tea at her home in West Wichita. Several members attended. We were met with inviting smells of the holiday season. Jana and her helpers made a variety of fancy finger foods and teas for our luncheon. Each member was asked to bring something about themselves to share with the group. We had a very delightful lunch and learned a lot about each other's outside interests and hobbies. Thank you, Jana.

You can get moving without going to the Gym!

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If you want to get in shape, make it your business to move around more. This doesn't mean you have to do a "real workout," it just means that you need to make a conscious effort to make "action-enhancing" decisions. Here are a few suggestions for getting on the move:

- * Take the stairs, not the elevator or escalator.
- * After lunch, take a walk with a friend instead of sitting around the lunch table gabbing.
- * Mow your lawn, and stop waiting for someone else to take care of it.
- * Plant flowers.
- * Play hide and seek with your kids.
- * Take your dog for a walk.

The main point here is to move around more than your norm. If you're living a sedentary life, now's the time to break the pattern. Once you do, you'll feel your energy start to increase - and you'll be glad you did.

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May 1 - 4, 2006

Advance your career. Advance your organization.

The educational event of the year is but a short trip away to the charming, yet cosmopolitan, city of Montréal, Quebec! ALA's Annual Educational Conference and Exposition, with more than 100 interactive educational sessions is specifically designed to provide the broad-based knowledge and competitive advantage you need to be successful – now, and in the future.

This year's Keynote Address, promises to be informative and lively as Thomas J. Dolan, president of Xerox Global Services, talks about the Leadership Challenge: Transforming Individual Excellence into Organizational Success.

For a more in-depth educational experience you'll want to attend several Sessions in Series on a variety of informative topics.

Don't miss the new, fast-paced "Three Hats" sessions that focus on HR, Finance and Presentation skills.

Take part in an array of structured Best Practices Exchanges that are organized by subject or interest group. Interact with your peers – discussing solutions and strategies with those who can relate the most.

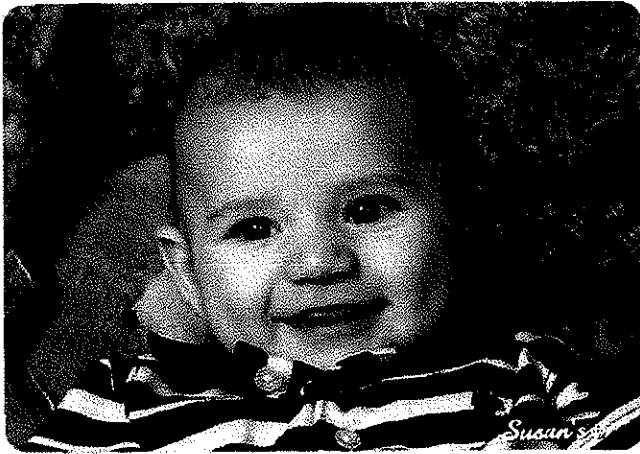
Attend the Brezina Memorial session, as world-renown business author and customer service expert author Joe Calloway speaks about Extraordinary Organizations: How They Think and What They do to Create and Sustain Success.

Rob Morton, MBA, a Program Consultant with the Disney Institute will close the Conference with an engaging talk on: Change Leadership: Who Wants to Change?

Rendez-vous in Montréal for Education Extraordinaire!

See this and more great information on ALA's website at alanet.org.

For more information on the Wichita Area Chapter of the Association of Legal Administrators visit our website at www.walanet.org.



Congratulations Robyn!!

Zachary and Robyn Zoglmann, Klenda Mitchell, Austerman, & Zuercher, are the proud new parents of Zane Heath Zoglmann. Zane was born July 12, 2005. He weighed 8 lbs 11.5 oz and was 20 in long. His older sister, Rosalyn, was 18 months when he was born. As you can see from the photo, Zane is growing up quickly.

WALA Calendar

Upcoming Events

November 2005

- 1 ALA Teleseminar -
Special session on LMRC - ALA Legal
Management Resource Center
- 3 & 4 Intellectual Property Retreat
Las Vegas Hotel

December 2005

- 5 WALA Board Meeting
Gilliland & Hayes
- 14 WALA Holiday Tea
Jana Waltman's Home

WALA Calendar

Upcoming Events

January 2006

- 2 New Year's Day Observance,
ALA Headquarters Closed
- 16 WALA Board Meeting
Hinkle Elkouri Law Firm
- 16 Martin Luther King, Jr. Day,
ALA Headquarters Closed
- 25 WALA Luncheon Meeting
Tax & Employee Benefit Law
Changes for 2006 by Eric Namee
- 26 ALA Teleseminar - Get a Grip (tm)
Bever Dye LC
- 28 Region 3 Conference Planning Meeting
Columbus, OH

February 2006

- 3-4 ALA - 2007 Annual Conference
Committee Planning Meeting
Las Vegas, Nevada
- 6-8 Essential Competencies for Legal
Administrators
Carefree, AZ
- 13 WALA Board of Directors Meeting
Morris, Laing, Evans, Brock & Kennedy
- 20 Presidents Day: ALA Headquarters Closed
- 22 WALA Monthly Luncheon
State of the Chapter by Jana Waltman
- 23 ALA Teleseminar - Using Computer
Forensics to Uncover Information Compromise

Region 3 Conference Photos



Holiday Tea Photos

