

Memo

To: Law Department Management Network Leaders

From: Keilon J. Forest, Director of Practice Networks

Date: December 8, 2020

Re: 2021 Annual Meeting Call for Programs Data

In anticipation of the 2021 Annual Meeting Call for Programs below you will find data to aid the Law Department Management Network in developing its program submissions. All data provided is representative of relevant activity from the past two fiscal years (October 1, 2018 through September 30, 2020).

# 2018-2020 Annual Meeting LAW DEPARTMENT MANAGEMENT Network Session Attendance

|  |  |
| --- | --- |
| **Session** | **Attendees** |
| **2020** |
| Mindfulness Negotiations | 206 |
| So, You Want to Join A Corporate Board? | 232 |
| Managing Conflict and/or Avoidance with Your Team | 310 |
| Career Growth and Development for the Next Generation | Deferred |
| Follow the yellow brick road to the GC suite! | Deferred |
| Leading Through Change | Declined |
| How to Run Your Department Like a Business Unit | Declined |
| When Technology Becomes a "Must Have" vs. "Nice To Have," and How To Get It | Declined |
| **2019** |
| Coaching Clinic | 84 |
| Signs of Stress | 126 |
| Managing Spend and Showing Value | 229 |
| Getting Out of Your Own Way: Moving Outside of Your Comfort Zone | 231 |
| Six Sigma: 90-Minute Yellow Belt for Legal Ops | 163 |
| Ethics for Super Stressed Lawyers | 165 |
| Design Thinking for Advanced Technology & Compliance | Declined |
| Quiz Bowl: Test your Business Financial Acumen | Declined |
| Applied Coaching to the theme of Hot Tub Time Machine | Declined |
| **2018** |
| Managing Globally: Building Relationships and Working Collaboratively Across Multiple Departments | 279 |
| Business Communication Boot Camp | 63 |
| Managing the Human Resources Side of a Legal Department | 138 |
| Secrets of Successful Negotiation | 536 |
| General Counsel as Catalyst for Positive Corporate Culture: Effective GC Reporting and Communication with the C-Suite and Board of Directors | Declined |
| The Road to Becoming a General Counsel: New (or soon to be) GC Workshop | Declined |
| Brainstorming & Innovation: How to Be More Creative and Stay Ahead of the Curve | Declined |
| Leading with Emotional Intelligence - Stop Stressing and Become More Effective | Declined |

# 2019-2020 Law department management Network Survey Suggested Topics

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| --- |
| * D&I for small law firms & companies without a D&I officer; Contract Management; In-House, Outside Counsel, Offshore, or AI - when to use what?
 |
| * Expansion of WFH to allow for greater diversity/inclusion via remote employment. In other words, company law departments need to join the 21st century!
 |
| * The relationship between leadership and change management (e.g., encouraging engagement in company-wide initiatives)
 |
| * OEDC initiatives on tax morality
 |
| * HOW TO EFFECTIVELY IMPLEMENT PROCESSES TO IMPROVE COMPANY PERFORMANCE AND TO ADDRESS INCREASED SCALE.
 |
| * non-software contract tracking; resource allocation and hiring in small-to-med companies
 |
| * How to influence (and support) law firms to enhance D&I in their organizations and on our files? What information and metrics help us determine if they are doing that well - i.e. follow the money - does the diverse lawyer on the file get financial credit for the file or does it go elsewhere?
 |
| * How to start ESG programs
 |
| * Real world examples of how Law Deaprtmnets are using metrics to improve their work, culture, and D&I.
 |
| * Hot topics; trends and best practices. It's difficult to find topics that appeal to the broad range from small to large law departments.
 |
| * How do you keep finding new ways to save money in an environment of never-ending legal challenges?
 |
| * GDPR
 |
| * Business Interruption - Multiple reasons - Pandemic to Cyber Crime
 |
| * Remote law departments during COVID19 pandemic
 |
| * The GC's role in company culture formation
 |
| * Use of data and metrics by law department leadership
 |
| * Influencing and maintaining culture in a virtual environment.
 |
| * No
 |
| * Building a budget and forecasting outside counsel fees; Managing outside counsel to control costs; Building Relationships and Trust with Sales and Operations
 |
| * Influencing culture, diversity and inclusion, challenging situations in managing a department, impact of COVID and work from home accommodation requests
 |
| * How to build trust in a remote work environment so that teams keep performing and are supported during ccp pandemic
 |
| * Diversity and Inclusion
 |
| * I always like to hear about topics that "keep people up at night"
 |
| * How to get internal buy-in on legal items.
 |
| * No regarding diversity and inclusion as they are very trendy and never defined. More practical programs re law department management are preferred.
 |
| * Doing more with less
 |
| * All the managing a department in COVID programs have been good. Keep them coming! Also, D&I and employment law issues
 |
| * talent retention; digital transformation; innovation
 |
| * Contract Management Systems; Document Management Systems; Best Practices for Small Law Departments
 |
| * How you are managing a diverse team and retaining them? What are incentives you are putting in place from a management side and for a career perspective for diverse talent??
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# 2018-2019 Law department management Network Survey Suggested Topics

* Leadership
* Leveraging Technology into Department Operations
* Strategy and Planning
* Metrics and Benchmarking
* Career Development (self)
* Board and Senior Management Relationships
* Contracts Management
* Communication Skills
* Project Management
* Career Development (team)
* Outsourcing
* Best practices
* Managing teams for high performance
* Conflict resolution within teams
* Providing meaningful performance reviews
* Today’s Top Tech Tools
* Document Retention and Procurement
* Leveraging automation for administrative tasks
* Finance for Lawyers
* Managing reputation risk
* Leveraging Office 365

# 2018-2020 Law Department Management Network Online Event Attendance Numbers

APAC Call (APAC) – Short (15 to 30-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

EMEA Call (EMEA) – One-hour live presentations on the latest legal trends. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

Legal Quick Hit (LQH) – Short (20 to 45-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Roundtable Discussion (R) – Short (15 to 30-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Webcast (W) – One-hour live presentations on the latest legal trends. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

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| --- | --- | --- | --- |
| **Date** | **Event Title** | **Event Type** | **Views** |
| **2018-2020** |
| 11/18/2020 | Lawyers as Endurance Athletes: 5 Tips to Developing Stronger, more Resilient “Mental Muscle” in Your Life | LQH | 83 |
| 9/9/2020 | ***Co-sponsored with IT, Privacy, & eCommerce***“Here, There, and Everywhere!, Where’s Our Data?” | LQH | 86 |
| 8/26/2020 | Data-Based Diversity and Inclusion for Law Department Leaders and HR Managers | W | 71 |
| 8/18/2020 | Effective Difficult Conversations in the Midst of Racial Strife and Unrest | W | 107 |
| 7/8/2020 | Executive Recruiting | LQH | 181 |
| 6/10/2020 | Mindfulness as a Business Practice | LQH | 80 |
| 5/19/2020 | Actionable Resilience: Applied Strategy and Tactics for Enhanced Efficiency, Agility and Nimbleness | W | 43 |
| 5/13/2020 | Financial Acumen | LQH | 106 |
| 4/23/2020 | Tips from the Top - A GC Roundtable | W | 287 |
| 4/8/2020 | Business Acumen and Cross-Collaboration | LQH | 122 |
| 3/11/2020 | Parting Is Such Sweet Sorrow: Understanding Why Employees Leave | LQH | 35 |
| 2/12/2020 | The GC/AGC Perspective: What You Can do Today to Help with a GDPR/CCPA Audit Tomorrow | LQH | 51 |
| 1/8/2020 | BE MORE STRATEGIC - TEN WAYS IN-HOUSE LAWYERS CAN LEARN TO BE PART OF THE BUSINESS | LQH | 48 |
| 12/11/2019 | Thinking Outside the Box: Tips and Strategies for Solving Big Problems Without Technology | LQH | 79 |
| 11/13/2019 | Tell Your Best Story: Why and How Presentations Help You Stand Out | LQH | 24 |
| 9/11/2019 | Do You Experience Annual Meeting FOMO? | LQH | 26 |
| 8/14/2019 | Succession Management for Legal Departments: A Road Map | LQH | 20 |
| 7/10/2019 | Increase Performance & Productivity Throughout Your Law Department With Love | LQH | 33 |
| 6/13/2019 | Level Up Your Facilitation Skills | LQH | 55 |
| 5/29/2019 | Building Your Brand & Influence in Your Company | W | 143 |
| 5/8/2019 | Business Communication Boot Camp Reboot | LQH | 103 |
| 4/10/2019 | Gone Phishing? You’re Not Alone, But You Are At Risk! | LQH | 56 |
| 3/13/2019 | You Get a Brand! You Get a Brand! And you ARE a Brand! Your Personal Brand Can Advance Your Career | LQH | 66 |
| 2/13/2019 | Transgender, Non-binary, and Gender Non-conforming - Best Practices for a Respectful and Supportive Workplace | LQH | 77 |
| 1/9/2019 | Strategic Planning Doesn't Have to Hurt | LQH | 108 |
| 12/12/2018 | Setting the Course for 2019: Success through Mindfulness and Resiliency | LQH | 65 |
| 11/14/2018 | Lean Six Sigma For Lawyers: Five Easy-to-Learn Tools You Can Use This Month | LQH | 138 |
| 9/20/2018 | Too Many Contracts, Not Enough Time: How to Optimize Your Legal Department’s Resources | W | 48 |
| 9/12/2018 | Changes in Immigration Policy Law Department Leaders Should Know About? | LQH | 38 |
| 8/8/2018 | Walmart Legal Operations: Laying the Foundation and Plotting a Course for the Future | LQH | 100 |
| 7/11/2018 | The Mentor-Mentee Relationship: It's a Two-Way Street with Unexpected and Invaluable Results | LQH | 87 |
| 6/13/2018 | The Same, Only Different: How In-house Legal Operations and their Law Firm Counterparts Create Value | LQH | 68 |
| 6/6/2018 | CONSCIOUS: The Next Big Leadership Capability | W | 71 |
| 5/9/2018 | The Lawyer Of The Future (or the Now): What Does it Mean to be a Lawyer In 2018 and Beyond? | LQH | 108 |
| 4/12/2018 | Global Dexterity: How to Adapt Behavior Across Cultures without Losing Yourself in the Process | W | 48 |
| 4/11/2018 | Managing Your Life both In and Out of the Office: A Crowd-Sourced LQH Featuring your Collective Wisdom and Ideas from the Experts | LQH | 114 |
| 3/14/2018 | Global Leader Series - Session 1 - Keys to Success: Leading a Multi-Cultural Organization | LQH | 71 |
| 2/14/2018 | Tone Your Value Prop Muscle: Change the Direction of the Business Partner Relationship in Order to Build Your Team’s Contribution to the Organization | LQH | 123 |
| 1/10/2018 | Science-Backed tips for Igniting Work Engagement and Beating Burnout | LQH | 177 |

2018-2020 Popular LAW DEPartment management Network Legal Resources

*(The resources below include all resources during the period with 100 or more views.)*

|  |  |
| --- | --- |
| **Resource Title** | **Views** |
| **2018-2020** |
| [Tips to Be a More Effective Facilitator](https://www.acc.com/resource-library/tips-be-more-effective-facilitator) | 173 |
| [Succession Planning for Legal Departments: A Roadmap](https://www.acc.com/resource-library/succession-planning-legal-departments-roadmap) | 314 |
| [Tips for Successful Strategic Planning](https://www.acc.com/resource-library/tips-successful-strategic-planning) | 223 |
| [Business Communications Bootcamp: Effective Communications Tips](https://www.acc.com/resource-library/business-communications-bootcamp-effective-communications-tips) | 206 |
| [Increase Performance and Productivity Throughout Your Law Department with Love](https://www.acc.com/resource-library/increase-performance-and-productivity-throughout-your-law-department-love) | 172 |
| [Ye Giveth & Ye Taketh: Incentive Compensation, Protecting Reputation Via Clawbacks](https://www.acc.com/resource-library/ye-giveth-ye-taketh-incentive-compensation-protecting-reputation-clawbacks) | 286 |
| [Four Tips to Build a Brand](https://www.acc.com/resource-library/four-tips-build-brand) | 101 |
| [Tips for Creating an Inclusive Work Environment](https://www.acc.com/resource-library/tips-creating-inclusive-work-environment) | 103 |

# 2018-2019 Popular Law Department Management Network eGroup Discussion Topics*(The topics below include all substantive eGroup discussions during the period with 3 or more replies.)*

|  |  |
| --- | --- |
| **Thread posted on** | **Thread Title** |
| 1/10/2020 | [In the CLO Seat: Key Relationships](http://community.acc.com/viewthread?MessageKey=296DF1FD-68BE-49D9-A7B1-14B1C4AA4026) |
| 8/28/2020 | [Sample Record Retention Policy and Schedule](http://community.acc.com/viewthread?MessageKey=893A3FFC-AF5F-426A-8725-A83756462227) |
| 8/5/2020 | [Contract Management Software](http://community.acc.com/viewthread?MessageKey=77D846B2-32BB-40A8-AE41-61176DC71981) |
| 8/4/2020 | [Creating a list of supplier contracts that are exempt from Legal Review](http://community.acc.com/viewthread?MessageKey=455908FA-5BF6-4615-88BF-B7E24CA03F22) |
| 7/15/2020 | [Recommendation for Contract Management System](http://community.acc.com/viewthread?MessageKey=958A37D6-FFC0-4FB9-9D43-CDA02075EF13) |
| 7/6/2020 | [I've been promoted to General Counsel! Now what?](http://community.acc.com/viewthread?MessageKey=5929E8F9-5481-4DA4-B535-D9BDA8E0D098) |
| 7/3/2020 | [Contract Risk Scorecard](http://community.acc.com/viewthread?MessageKey=2E3E5035-6C79-4ED8-8515-06AD46D95D20) |
| 6/30/2020 | [Litigation Risk Assessments](http://community.acc.com/viewthread?MessageKey=AA0653F8-E11A-45BD-AB63-526FF7194F00) |
| 6/11/2020 | [Pro Bono for Corporate Lawyers?](http://community.acc.com/viewthread?MessageKey=44E6095E-49C0-474E-AFDD-942E95A8E6E0) |
| 5/26/2020 | [Board Secretary](http://community.acc.com/viewthread?MessageKey=C70B5A9D-8011-4A5E-A37B-677531976AB3) |
| 5/6/2020 | [Contract Management System - High-Level Business Case](http://community.acc.com/viewthread?MessageKey=D00C13EF-BBF7-49A3-AA60-FF1EA098AAF4) |
| 5/5/2020 | [Coaching for tone when talking to sales and employees](http://community.acc.com/viewthread?MessageKey=7513A50E-CDD0-4F72-87B3-C523192FAAF9) |
| 4/28/2020 | [Delaware Counsel Needed for Enforceability Opinon](http://community.acc.com/viewthread?MessageKey=ACA32333-782B-4DF3-9F9A-1738DB58F2EB) |
| 4/14/2020 | [Use of MS Teams - privacy issues with recording meetings](http://community.acc.com/viewthread?MessageKey=AC21CB75-5DE5-48E7-B8AB-30BF02D706D7) |
| 4/13/2020 | [Contract Lifecycle Management tool](http://community.acc.com/viewthread?MessageKey=FA519C6B-7E71-47C7-9054-DBCD0ECCA9AF) |
| 3/31/2020 | [Using Existing Tools for Contract Management](http://community.acc.com/viewthread?MessageKey=3B40C964-15DB-42F3-AFD9-2E06763DF9B1) |
| 3/2/2020 | [salary for legal dept of 1](http://community.acc.com/viewthread?MessageKey=13177B84-9D62-4987-A9B1-BD11216D02B0) |
| 2/17/2020 | [Legal Operations Consultant](http://community.acc.com/viewthread?MessageKey=2088D659-60D0-4768-A4B2-14CF0DCF5E97) |
| 2/13/2020 | [Contract Intake Form](http://community.acc.com/viewthread?MessageKey=21342CC5-76D8-473F-A10F-1E3EBBF212F9) |
| 2/6/2020 | [Contract Management Software](http://community.acc.com/viewthread?MessageKey=195E5FA2-A3D3-4CDB-9A73-47861658EE01) |
| 1/27/2020 | [LinkSquares](http://community.acc.com/viewthread?MessageKey=385E10C0-4577-4D03-801D-108B211D3E11) |
| 1/14/2020 | [In the CLO Seat: Key Processes](http://community.acc.com/viewthread?MessageKey=F29B640F-9B1D-46B3-B485-F1D6C2A09F45) |
| 12/28/19 | [Promotion Structure](http://community.acc.com/viewthread?MessageKey=D6D2E058-8AD1-4189-A6C3-A85493984AED) |
| 12/12/19 | [Please Help Unclog Our Inboxes -- Use the "Reply to Sender" Option](http://community.acc.com/viewthread?MessageKey=46CF64D2-B89E-4727-89D3-C1BBFCBC0221) |
| 12/9/2019 | [DOJ Investigation](http://community.acc.com/viewthread?MessageKey=B28CB23A-853D-4805-9AEE-F6AA8D096A04) |
| 12/5/2019 | [Feedback Requested on LegalTracker](http://community.acc.com/viewthread?MessageKey=95CF8632-38DE-4962-B5AA-054EB7429C22) |
| 12/3/2019 | [Law Department Manager](http://community.acc.com/viewthread?MessageKey=EFD8E080-4705-4488-BC28-D6D4A3B965D1) |
| 12/2/2019 | [Paralegal, Legal Assistant or Legal Secretary](http://community.acc.com/viewthread?MessageKey=57B6097A-3A3D-4178-AB12-6C8895B0415F) |
| 11/25/19 | [Career Advancement for In-House Attorneys](http://community.acc.com/viewthread?MessageKey=6174FB7D-15C5-4CA4-8B1F-80BD42F9AB9A) |
| 11/15/19 | [Abusing the WFH policy - at wit's end](http://community.acc.com/viewthread?MessageKey=E84C3265-64D7-45D6-BDAF-FC877F8892CE) |
| 11/8/2019 | [Modern Counsel magazine](http://community.acc.com/viewthread?MessageKey=B2EE0899-BBA7-40FF-8185-3163B45C9F69) |
| 11/5/2019 | [Workload Expectations for Transactional In-House Attorneys - An Unofficial Survey](http://community.acc.com/viewthread?MessageKey=D8785696-A3C2-4060-8542-9F021817C79A) |
| 10/7/2019 | [English Lawyer/Law Firm for Contracts](http://community.acc.com/viewthread?MessageKey=9A606B60-E567-42F8-9FBB-BFD66CD2CA1A) |
| 10/5/2019 | [department size](http://community.acc.com/viewthread?MessageKey=C97E3990-A39F-4DA1-B5BD-9FD05C8E7348) |
| 8/7/2019 | [Agiloft Implementation](http://community.acc.com/viewthread?MessageKey=C47A1F9A-101C-4E70-B5C3-188D37ADD070) |
| 6/15/2019 | [Hours](http://community.acc.com/viewthread?MessageKey=623F820E-4380-4C72-85E6-7666F2F6B188) |
| 2/12/2019 | [Where does insurance department report?](http://community.acc.com/viewthread?MessageKey=2F2D9362-296B-4C7A-8129-6A3859435D95) |
| 10/1/2018 | [Counsel Title in an One-person In House Legal Department](http://community.acc.com/viewthread?MessageKey=FDE14070-E7AE-473D-B776-EEC2AC915BB4) |
| 3/8/2019 | [Automating Review of Vendor Contracts](http://community.acc.com/viewthread?MessageKey=8BC1C78E-6DB5-4D95-99AE-CD700B11C012) |
| 6/4/2019 | [Request for Policy Template: Vendor Management](http://community.acc.com/viewthread?MessageKey=A1D5C50E-E1F4-49C2-A531-A7FEAA4BCF00) |
| 3/28/2019 | [Use of JD in signature by non lwyer manager](http://community.acc.com/viewthread?MessageKey=897660A0-E189-43EB-83A1-7C10D226A08C) |
| 4/22/2019 | [Hiring a very experienced lawyer for a newer lawyer role?](http://community.acc.com/viewthread?MessageKey=7D47620B-D8CF-4B0D-B573-358D8B54FEEF) |
| 11/27/2018 | [Helpdesk for Legal Department](http://community.acc.com/viewthread?MessageKey=E5676CA2-D2C1-4C61-836F-6A6EAB517F7B) |
| 2/26/2019 | [anti-harassment training](http://community.acc.com/viewthread?MessageKey=12E58C3A-741E-4F99-A86D-A67F2703A228) |
| 3/1/2019 | [Seeking seasoned management side labor negotiator](http://community.acc.com/viewthread?MessageKey=FF5867E5-A4F1-45B2-B387-6232813B7038) |
| 3/12/2019 | [Good conference call platform?](http://community.acc.com/viewthread?MessageKey=94C2598B-EB3A-46FD-87E6-430B93F2DBBD) |
| 3/20/2019 | [Processing subpoenas](http://community.acc.com/viewthread?MessageKey=5368FF76-9E13-4B2F-8199-EDD1CD96F07B) |
| 3/25/2019 | [Accessing eGroups from acc.com](http://community.acc.com/viewthread?MessageKey=CB025FB2-0A44-4100-BF2F-8E463816B163) |

**Important Dates**

|  |  |
| --- | --- |
|                  **Item** | **Date** |
| Program Idea Submission Deadline | Wed., Feb. 3, 2021  |
| Program Selection Notifications Sent | Wed., March 31, 2021  |
| Program Organizer Submission Deadline\* | Wed., April 14, 2021  |
| Speaker Submission Deadline\* | Fri., June 4, 2021  |
| Course Material Submission Deadline | Tues., Aug. 31, 2021  |

*\*ACC confirms program organizer and speaker submissions on rolling basis*