Continuing Professional Education Tracking Form

Sponsor: Association of Legal Administrators Program: 2019Fall Conferences and Retreats

* Legal Lean Sigma**®** Yellow Belt: September 17-18, 2019, Boston, MA
* C4 The Legal IndustryTM Conference: September 18-20, 2019, Boston, MA
* Intellectual Property Conference for Legal Management Professionals: September 26-27, 2019, Washington, DC
* Advanced HR Admin for Legal Management Professionals: October 21, 2019, Seattle, WA
* ALA Master Class: Leadership for Legal Management Professionals: October 21-23, 2019, Seattle, WA
* Managing for Impact Workshop: October 24, 2019, Seattle, WA

**You must sign in and out of each session you attend for HRCI/SHRM/CLE/CPE Credit.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Lean Sigma® Yellow Belt**  **September 17-18, 2019 Boston, MA** | | **Minutes** | **C4 The Legal Industry Conference**  **September 18-20, 2019 Boston, MA** | | **Minutes** |
| PRE-CON  +^ | Pre-Conference: Legal Lean Sigma® and Project Management Yellow Belt Certification Course | 870 | LI10  \*#+^ | Innovate or Die | 60 |
|  | | | HR10  \*#+^ | Legal Analysis, Design Methodology and Wicked Legal Problems | 60 |
|  | | | | | |
| **Intellectual Property Conference for Legal Management Professionals**  **September 26-27, 2019 Washington, D.C.** | | **Minutes** | **Advanced HR Administration for Legal Management Professionals**  **October 21, 2019 Seattle, WA** | | **Minutes** |
| FM10  +^ | You Know the Numbers: So What? | 75 | HR10  \*\*#+^ | The Business of HR | 60 |
| LI10  +^ | Modernizing the Patent Electronic Filing System | 75 | HR11  \*\*#+^ | Aligning HR Strategy with Organizational Strategy | 60 |
| HR10  \*#+ | Developing an Internal IP Talent Pool | 60 | FM10  \*\*#+^ | Organizational Design: An Essential HR Capability — Creating Alignment | 75 |
| OM10  +^ | CLOC IP Core Competency Matrix: A Microsoft Use Case | 60 | HR12  \*\*#+^ | Turning HR into a Profit Center | 60 |
| LI11  +^ | Navigating the Patent Annuity Process | 60 | HR13  \*\*#+^ | HR Metrics that Matter | 60 |
| FM20  +^ | Tips for Increasing Profitability in an IP Law Firm | 75 | LI10  \*\*#+^ | Building a Talent Pipeline: From Identification to Succession | 60 |
| LI20  +^ | Aren't We All Delivering Excellent Client Service? | 75 |  | | |
| LI21  +^ | Preserving Patent Term Adjustment – There's No Time to Waste! | 75 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ALA Master Class: Leadership for Legal Management Professionals**  **October 21-23, 2019, Seattle, WA** | | **Minutes** | **Managing for Impact Workshop**  **October 24, 2019, Seattle, WA** | | **Minutes** |
| CM10  \*#+^ | Understanding and Embracing Mindful Leadership | 120 | Workshop \*#+^ | Managing for Impact | 435 |
| CM11A  \*#+^ | Cultivating an Innovative Organization: Part 1 | 75 |  | | |
| CM12A  \*#+^ | Servant Leadership: The Ideal Leadership Model for Modern Law Firms: Part 1 | 75 |
| CM11B  \*#+^ | Cultivating an Innovative Organization: Part 2 | 75 |
| CM12B  \*#+^ | Servant Leadership: The Ideal Leadership Model for Modern Law Firms: Part 2 | 75 |
| CM20  \*#+^ | Advanced Interpersonal Communications | 120 |
| CM21  \*#+^ | An Aligned and Inspired Organizational Culture: It’s Your Superpower in Times of Crazy Fast Change | 120 |
| CM22A  \*#+^ | Blind Spots and Leadership: Part 1 | 60 |
| CM23A  \*#+^ | Strategic Change Management: Part 1 | 60 |
| CM22B  \*#+^ | Blind Spots and Leadership: Part 2 | 90 |
| CM23B  \*#+^ | Strategic Change Management: Part 2 | 90 |

|  |  |
| --- | --- |
| **Name** | **Email** |
|  |  |

This is a continuing professional Education Tracking Form **for your use only.**

**Members looking for CLM application or recertification credits do not need to sign in/out on the forms located in the back of each session room. You are on your honor when reporting attended sessions.**

**Members looking for any other credits need to sign in/out on the sheets in the back of each session they attend and then complete the form found in the links below.**

* **HRCI Sessions are indicated with the symbols \* General Credit, \*\* Business Credit**
* **SHRM Sessions are indicated with the symbol #**
* **CPE Sessions are indicated with the symbol +**
* **CLE Sessions are indicated with the symbol ^**

**PLEASE COMPLETE NO LATER THAN 1 MONTH AFTER THE CONFERENCE IS OVER.**

[**2019 Intellectual Property Conference for Legal Professionals**](https://alanet.wufoo.com/forms/zuktyo81rly5bp/)

[**2019 Yellow Belt and C4: The Legal Industry Conference**](https://alanet.wufoo.com/forms/zx47gxc07e1r8j/)

[**2019 HR Pre-Conference, Leadership Master Class and Managing for Impact**](https://alanet.wufoo.com/forms/zca47f51arnd0t/)