2015 Educational Conference and Fall Social
Thursday, October 29, 2015

Educational Conference
10:00 am - 5:00 pm

Member and Business Partner Fall Social
5:00 pm - 7:00 pm

The Westin Boston Waterfront
425 Summer Street, Boston

To register and for more information, go to
http://www.alaboston.org/event/EducationalConferenceAttendeeRegistration

If you have questions, please contact:
Kim McMahon at mcmahon@bovelanga.com
Karen Edwards at kedwards@donovanhatem.com
What Makes a Credible and Memorable Speaker?

Beatrice A. Lanzi

It’s been said that “people will remember how you make them feel”. An effective speaker knows how to connect with the audience, to establish and maintain rapport and deliver with impact. Whether the speech is informative or persuasive, it’s important for a speaker to immediately establish credibility and foster a positive impression throughout the speech. In this session, attendees at all levels will learn to:

• Grab attention and end with impact
• Use nonverbal communication to reinforce the message
• Create rapport and build trust
• Provide appropriate and engaging content

Speaking with Confidence and Managing Your Anxiety

Beatrice A. Lanzi

“IT’s important to own it.” In order to break through to an audience, speakers must learn how to manage their anxiety and speak with confidence. This can be challenging. Speaking in public is regularly cited as a major cause of anxiety for many professionals. In this session, attendees at all levels will learn how to:

• Practice and rehearse the right way
• Prepare for success
• Work through the stages of anxiety
• Use nonverbal communication to appear at ease

Delegating: An Art in Giving, Receiving and Leveraging Time

Mitzi Weinman

Improving productivity relies heavily on learning to use available people and leveraging work through effective delegation. Join this session to gain strategies to delegate with greater confidence. Bring back best practices you can use immediately in your firm.

• Identify the differences between delegating work vs. assigning tasks
• Determine the added value and benefits of delegating
• Discover strategies that increase confidence and comfort delegating
• Learn strategies to overcome upward delegation
• Leave with an action plan to delegate one of your current responsibilities

Designing Healthy Work Environments

Jonathan Puleio, Humanscale Consulting

Advances in computing technology are testing the limits of the human body and have made designing for long term comfort and health increasingly challenging. Prolonged computer usage in sedentary postures has led to a sharp increase in musculoskeletal complaints among office workers. This educational program elevates awareness of ergonomic concerns and provides an overview of common musculoskeletal problems facing today’s intensive computer users. Key research developments in the areas of seating, input device design, display technology, lighting and employee level training are discussed. Attendees will learn how ergonomics principles are being applied to the design of computer workstations in an effort to reduce employee discomfort and risk of injury while lowering employer costs.

The Science of Maximizing Office Productivity & Health

Lance Breger

Take a dive into the science behind wellness to see just how breathing, sitting, eating, and stressing impacts the body and brain. Learn how to maximize your team’s creativity, energy, and focus through simple yet infrequently used workday wellness strategies. Executive Wellness Coach Lance Breger will serve as your personal guide in a hands-on exploration of the most effective and efficient techniques that can help you and your staff reach full potential.

• Determine how exercise enhances learning and memory
• Explain how incorrect breathing can lead to fatigue, pain, and stress
• Identify what sitting does to the muscles, spine, and organs of the body
• Describe nutrition and hydration’s role in energy, focus, and mood

Beatrice A. Lanzi has been coaching and teaching communication courses for over twenty years. She has a passion for helping people express their ideas assertively and confidently and has extensive experience in teaching Public Speaking and Professional Communication. She earned a B.A. degree in Communications and Political Science from RI College and an M.A. degree in Political Communications from Emerson College in Massachusetts. Bea served 20 years in the RI Legislature, with a decade each in the House of Representatives and State Senate. She served as Deputy Majority Leader and Deputy President Pro Tempore. She also Chaired the Advisory Council of The New Agenda - a national organization aimed at improving the lives of women and girls by advocating for positive policies and empowering through education and mentoring. Also, Bea is a former State Director for the National Foundation for Women Legislators (NFWL).

Mitzi Weinman, founder of TimeFinder offers practical approaches to personal productivity. As a coach, workshop leader, professional speaker, and author, she helps people develop good habits and techniques to reduce stress which can result from procrastinating, feeling disorganized and overwhelmed and rushing to get done things done at work and/or at home.

Jonathan Puleio is a board certified professional ergonomist who holds both undergraduate and graduate degrees in human factors and ergonomics from Cornell University. Jonathan has worked as an ergonomic consultant in the areas of product design, ergonomic program development, and applied anthropometry. Jonathan holds several U.S. patents for the design of ergonomic products and has worked with the International Standards Organization (ISO) on the development of international workplace design standards. He is an adjunct professor at NYU Polytechnic School of Engineering where he teaches the undergraduate course Human Factors in Engineering Design. As Director of Humanscale Consulting, Jonathan leads an international team of ergonomic consultants.

Lance Breger is an Executive Wellness Coach and the President of Infinity Wellness Partners, a comprehensive corporate wellness company that prepares law professionals for the most productive and healthy work life through four areas of onsite/online training: ergonomics, mind/body, nutrition and fitness.
An Afternoon with Dan Harris
Award-Winning ABC News Anchor and #1 New York Times Bestselling Author

Dan Harris is co-anchor of both Nightline and the weekend edition of Good Morning America on ABC News. He is also the author of 10% Happier, a #1 New York Times bestselling book about a fidgety, skeptical news anchor who stumbles upon meditation. This ancient practice – too long associated exclusively with hippies and robed gurus – has been shown by modern science to boost resilience, focus, creativity, emotional intelligence, and overall mental and physical health. With meditation – also known as “mindfulness” – now being embraced by executives, athletes, educators and entertainer, Harris has become a leading voice for pushing the practice into the mainstream, using plain English and dry humor. He is an excellent speaker for corporations, health and wellness organizations, and schools and universities.

In 10% Happier, Harris tells his story as only a reporter can: through deep research, tough questions, and a healthy dose of irony. The book is part investigation and part immersive journalism: one man’s accidental quest to boost his happiness quotient without losing his professional drive. After learning about research that suggests meditation can do everything from lower your blood pressure to essentially rewire your brain, Harris took a deep dive into the underreported world of CEOs, scientists, and even Marines, who are now using it to be calmer, happier, and less yanked around by their emotions. The book takes readers on a ride from the outer reaches of neuroscience to the inner sanctum of network news to the bizarre fringes of America’s spiritual scene, and leaves them with a takeaway that could actually change their lives.

In an interactive presentation that includes rich video clips and images, Harris explores the power—and practicality—of meditation, which he believes will be “the next public health revolution.” Harris believes that mental fitness will, in the not too distant future, be as socially acceptable and sought after as physical fitness. With a raw and charming candor, Harris shares his own experience, discovering meditation after failing to find happiness through workaholism and substance abuse. He explores how and why some of today’s most successful organizations (e.g. the Superbowl winning Seattle Seahawks, Google, and even the U.S. Army, to name just a few) have incorporated meditation as a way to both improve corporate culture and boost employee performance and wellbeing.

Previously, Harris was the anchor of the Sunday edition of World News. He regularly contributes stories on ABC for such shows as 20/20, World News Tonight with David Muir, and the weekday edition of Good Morning America. Harris has reported from all over the world, covering wars in Afghanistan, Israel/Palestine, and Iraq, and producing investigative reports in Haiti, Cambodia, and the Congo. He has also spent many years covering America’s faith scene, with a focus on evangelicals—who have treated him kindly despite the fact that he is openly agnostic. Harris has been at ABC News for 14 years, receiving Murrow and Emmy awards for his reporting. Prior to joining ABC, he was in local news in Boston and Maine. He grew up outside of Boston and currently lives with his wife, Bianca, in New York City.

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Rejuvenating You in Your Role: Building and Strengthening Relationships In and Out of Your Firm

Silvia L. Coulter

Investing in yourself, at any stage of your career is a wise choice. This workshop will focus on you as a leader—the relationships you have, the resources you need or don’t need and the behaviors you wish to exhibit and drive in others. The takeaways will be developing your individual plan for the next step of your career, regardless of where in your career you may be.

Key points covered:

- Grab attention and end with impact
- Assess your relationships—internal and external
- Develop your career and professional development goals
- Define the role you want and act accordingly
- Change perceptions—yours and about you
- Sell yourself and your ideas
- Create a plan for change

Leadership Skills in Giving and Receiving Feed-back

Debbie Goldstein

This interactive session will provide tools and strategies for giving (and receiving) feedback more effectively. This session will offer a simple framework for understanding the triggered reactions we have to feedback, and will provide tools for improving your interactions with direct reports, colleagues, superiors, clients, family members, and basically, every human being you might interact with on a daily basis.

Securing Your Financial Future

Yan J. Katz and Michael Murray

We invite you to come participate in this interactive session where attendees will be utilizing clicker technology to learn and better understand options around securing your personal financial strategy.

Presentation focus will highlight:

- The steps necessary in order to properly plan for retirement
- Summary of financial threats facing a successful retirement plan, and how to avoid them.
- Considerations on where 401K/IRA/Social Security fit in the retirement puzzle
- Strategies for consistent and persistent cash flow in retirement
- Additional safeguards to consider that are often overlooked:
  - Legal Documents & Liability Protection
  - Long Term Care Considerations
- Options for organizing your financial affairs

Consensus Driven Problem Solving

Paul Morton

Administrators can take the lead with different groups within their organizations to develop consensus in order to resolve challenges and problems. Small groups will be given case studies to discuss and build consensus, developing and presenting an action plan to the larger group. This session is intended for attendees with at least five years of law firm experience. Paul Morton, C.O.O. of Burns & Levinson, will facilitate the discussion.

Yan J. Katz is a Financial Specialist at The Bulfinch Group where he has been practicing since 2009. Prior to joining the Bulfinch Group, Yan was a partner of Motak Asset Management, an investment fund specializing in asset backed lending. A 2015 NAIFA Top 4 under 40 advisor, his current practice focus is on working with executives and business owners in the areas of insurance planning, investment management, retirement planning and estate planning through a holistic approach and process. A cum laude graduate of Babson College, he currently resides in Winchester with his wife and daughters.

Michael Murray is a Director of Bulfinch Benefits, a division of The Bulfinch Group. Michael specializes in working with small to mid-size businesses in the area of employee and executive benefits. He focuses his efforts on coordinating creative financial solutions for the principals and executives at these organizations. He is particularly interested in ensuring that the employees and executives at the organizations he works with have a comprehensive understanding of the intersection between their individual financial goals and those of their businesses.

Paul R. Morton is the Chief Operating Officer of Burns & Levinson, LLP, a mid-size firm based in Boston. He has been leading groups of lawyers and professional administrators in small, medium and large law firms, facilitating the decision making processes and problem solving needs that are found in all types of organizations. He has served the ALA in both Delaware and Boston as well as at the regional and national level.