



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

MANAGEMENT TRAINING PART I

APRIL 27, 2016

1:00 p.m. to 5:00 p.m.

New Jersey State House

Third Floor, Room 319

125 West State Street

Trenton, New Jersey

Program Summary

Attorney managers are accountable for directing the activities of their legal and administrative staff members and ensuring that those employees complete projects effectively and efficiently. Attorney managers are also responsible for creating a workplace environment of trust, confidence, and commitment where employees are willing to work proactively with both their managers and their colleagues. Mastering these objectives creates a legal and support staff team that serves the interests of its clients with the highest degree of professionalism, responsibility and responsiveness.

Through a combination of discussion and group exercises, attorney managers will achieve a better understanding of key management issues, including the importance of communication, recognizing good and bad communication, and improving their communication skills. The course will also cover making the transition to manager, effectively interacting with the different personalities that managers encounter, and sharing feedback with legal and administrative staff.

Who Should Attend?

Registration for this course is limited to those who have been selected to participate in the *State House Series* programs. Please do not attempt to register if you have not been notified of your eligibility for this series.

Who Is the Faculty?

Jonathan Sibley, LCSW, MBA, trains and coaches business and government leaders, executives, and management teams for greater effectiveness by helping them to better understand how their performance compares to the expectations of their key constituencies; identify and overcome important blind-spots and obstacles to greater effectiveness; improve their ability to

deal with conflict, build their capacity for effective, difficult conversations; enhance and build on their strengths while finding strategies to compensate for and improve upon weaker areas; and improve key business relationships.

Jonathan is a certified facilitator of Kegan and Lahey's Overcoming Immunity to Change methodology and has coached a variety of executives, within for-profit and not-for-profit organizations – from mid-level and senior executives to the chairperson of a board of directors. Jonathan also provides coaching for Karlin Sloan & Company, NetExpat, and SupportTED (coaching TED fellows) as well as intercultural training for NetExpat.

Jonathan has delivered presentations on coaching and overcoming immunity to change at multiple conferences in the United States, England, and Mexico. Jonathan also completed research on the coaching process under a grant from Harvard University's Institute of Coaching. During his career at American Express, Jonathan led cross-functional product development teams using new technologies, oversaw a 4 million dollar technology budget, served as an internal and external consultant with executives in Fortune 500 companies, and was the recipient of multiple awards for quality and innovation.

Jonathan has lived in the United States, France, Spain, Germany, Switzerland, and Brazil and is fluent in English, French, Spanish, German, and Portuguese. This experience is helpful in working with multinational executives and their teams but has also proven critical in identifying and working with subtle differences in individual and organizational cultures and sub-cultures. Jonathan holds a coaching certificate from Executive Coach Academy, an MBA from INSEAD in Fontainebleau, France, an MSW from Columbia University, and a BA from Princeton University.

Georges Buzaglo, Ph.D., is a consultant, based in Philadelphia PA. In 1993, he founded Management Strategies International, Inc. (MSI) a consulting firm specializing in helping companies execute their strategic initiatives. He has lectured on the topics of organizational design, project leadership and strategy execution in over 20 countries.

Georges has developed proprietary methods that seamlessly integrate business strategy, OD methodology, industry knowledge and social science expertise into a coherent approach that optimizes the fit between an organization's human systems and its business goals.

Georges has developed expertise across a range of industries, including specialty chemicals, financial services, high tech and pharmaceutical industries. A representative list of clients includes: AT&T, Bausch and Lomb, Dow Chemicals, Evonik Industries, Frank Russell Securities, Ixis Financial Advisors, Johnson & Johnson, KPMG, Marsh Mexico, Merck, the Mexican Institute of Social Security, the Mexican Ministry of Public Health, the Philadelphia Department of Public Health, Phoenix Home Life, Guy Carpenter and SAP-AG.

Georges holds a BA in Sociology and Anthropology, a Master's in Education and a Ph.D. from Temple University in the field of Organizational Development. He is fluent in English, Spanish, French and Hebrew and has lived in Morocco, Spain, France and the United States.

Georges' publications include: Facilitating Work Team Effectiveness; Case Studies From Central America, The Group Development Questionnaire: A Scientific Method for Improving Work Team Effectiveness; and Developing Assessment Tools for Cross-Cultural Group Research.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 4.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 4.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 3.5 substantive credits (\$6.00 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.