



TENTH ANNUAL

Law Firm General Counsel Workshop

The Evolving Role of the Law Firm General Counsel

September 24 - 27, 2024



OVERVIEW

This four-day Law Firm General Counsel Workshop is specifically designed for lawyers who are members of the Office of the General Counsel (OGC) in their firms or hold other senior risk management positions. The goal is to enable participants to refine their existing skills and acquire new tools which they can immediately apply within the OGC. It is ideal for both law firm general counsel looking to dive deeper into the role, new law firm general counsel, deputy or assistant general counsel, and risk or compliance officers.

Focused on the 'nuts and bolts' of the OGC during this four-day workshop participants will hone their skills for handling conflicts and business intake issues, internal investigations, risks created by rapidly changing technology, regulatory and compliance requirements, claims against the firm, and other ethical and risk management issues.

APPROACH AND FORMAT

The Law Firm General Counsel Workshop is led by an experienced faculty of current law firm general counsel, specialists in compliance and technology issues, and labor and employment experts, as well as faculty from the Georgetown Law Center with extensive experience in ethics and risk management in law firms. The format is designed to encourage interactive discussions on ethical considerations, legal trends, and effective communication strategies. The program is grounded in practical experience at the operational level, providing usable approaches and solutions through case studies, lectures, panels, and interactive exercises.

During the workshop participants can expect to learn new approaches, techniques and best practices relevant to their roles. These include:

- Understanding the evolving role of the law firm GC and the expanding responsibilities included in this function;
- Assessing the "risk culture" of their firms and steps that may need to be taken to improve it;
- Identifying the key components of effective business intake systems, the critical elements in conflict decisions, and the best practices for managing client relationships to avoid potential problems;
- Addressing the rapidly changing compliance issues confronting law firms, including assessment of appropriate technologies to assist in the process;
- Monitoring activities so as to avoid claims and effectively deal with claims as they may arise;
- Dealing with issues involving lawyers impaired by alcohol or substance abuse or suffering from depression or other mental conditions; and
- Learning problem solving techniques for attorneys and staff in crisis, including how to avoid malpractice claims.

AGENDA

Introduction

- History and overview of the changing role of the law firm GC to meet a changing risk environment.
- The general counsel as trusted advisor

Business Intake and Client Management

- Issues of conflicts and client suitability
- Effective business intake – avoiding conflicts and bad client
- Managing outside counsel guidelines
- The general counsel as trusted advisor

Compliance, Technology, and Data Privacy

- Compliance with rules of professional responsibility
- Statutory and regulatory compliance issues
- Data security and digital strategies, including AI challenges

Enterprise Risk Management

- Cultural factors in the law firm risk environment
- Managing reputational risk
- Addressing the business issues of the firm

Managing Human Resources

- Addressing HR risks old and new: from bias and harassment claims to ESG and DEI mandates
- Addressing staff and attorney well-being

Claims Management

- Managing to minimize claims
- Managing claims when they arise

Managing the OGC

- Statistics, functions and staffing patterns
- Structuring the OGC to meet your firm's needs

FEATURES INCLUDE

- Interactive discussions of the changing role of the law firm GC or risk manager
- Exploration of the GC role in law firm business matters and crisis situations
- Review of the GC's responsibilities in training and the establishment of a risk-sensitive culture
- Discussion of the GC's relationship with firm management, leadership, and lawyers
- Analysis of the GC's role in developing risk-avoidance strategies
- Examination of how to navigate relationships with outside counsel and insurers
- Networking opportunities to share experiences with lawyers managing similar responsibilities in other firms

WORKSHOP REGISTRATION

Early Bird Registration:

\$4,950 for first registration per firm and \$3,500 for each additional registration. (Register by 5:00 p.m. ET on Monday, August 5, 2024)

Regular Registration: \$5,950 for first registration per firm and \$3,500 for each additional registration.

CLE Credits: Will be offered, as available under the rules of various jurisdictions.

To Register, visit:

<https://2024LawFirmGCWorkshop.rsvpify.com>

Location:

Greenberg Traurig, LLP
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