

*The American Inn of Court of Acadiana 2013-14*  
*Team Leader Meeting*  
**August 28, 2013**

**I. PROGRAMMING SUMMARY**

The Mission of the American Inns of Court is to foster excellence in professionalism, ethics, civility, and legal skills. One way for The American Inn of Court of Acadiana to further this Mission is to continue crafting and presenting quality programs that address timely issues in fun and instructive formats for the enjoyment and edification of the entire membership.

Our membership is comprised of numerous practice specialties and various experience levels. Selecting a topic that appeals to the masses can and will be difficult, but it is not impossible. Here are some tips that will aid you in selecting a timely and applicable topic.

**II. TEAM LEADERS AND TEAMS**

**A. Team Leaders**

Thank you for committing to the role of Team Leader. Team Leaders play an integral part in furthering the Mission of the American Inn of Court and keeping the American Inn of Court of Acadiana on the national radar. As a team leader, you should be prepared to perform the following, non-exhaustive list of tasks:

- **FACILITATE PRESENTATION TOPIC SELECTION** – involve the entire team, after all, you will be relying on them to make the presentation successful
- **TEAM BUILD** – teams work best together when the leader fosters interaction among team members with regular interaction outside of the monthly meetings
- **DELEGATE** – the team leader does not have to “do it all”
- **ENCOURAGE CREATIVITY** – lawyers have many talents aside from their legal abilities; utilize the individual talents/resources of your team members
- **HEAD COUNT** – every month, a list of the members who will be attending, members who will not be attending, anticipated guests, and names of substitutes with Bar Roll Numbers must be submitted to Kenanne before the Meeting week
- **CROWD CONTROL** – chatter and other distracting behavior is common during presentations. While we are all adults and professionals, team leaders sometimes have to re-direct that energy
- **ENCOURAGE FUTURE LEADERS** – seek out other Inn members for future leadership roles within the Inn
- **MENTORING** – either personally as team leader to a team member, or pairing team members

- **TIMELY SUBMISSION OF PROGRAM** – to ensure our continued qualification for Platinum Status, team leaders should complete and submit a Program Submission Form within 30 days of the team’s presentation. The form can be found online.

The dynamics of each team are different. Therefore, you may find that the role of the team leader of Team 9 is different from the role of the team leader of Team 1. And, you may find that your role may change from month to month.

## **B. Teams**

This year, we have added a ninth team. (Note that we have not added a ninth meeting.) Danielle Cromwell has graciously accepted the challenge of leading the new Team 9. The purpose of adding one more team was two-fold: first to address a growing concern that team sizes have become too large and second to increase our community service.

With one additional team, we decrease the size of the teams which, in turn, facilitates interaction among team members and results in fewer “outcasts” (members who cannot sit with their teams) at each meeting. In addition, the programs do not have to have as many roles/parts to fill.

The new Team 9 will be specifically assigned to present its CLE program at the Lafayette Bar Association’s CLE by the Hour series in December. This will be another community service performed by our Inn and aid in achieving Platinum status once again.

## **III. PROGRAMS**

### **A. Survey Results**

Earlier this summer, a Program Topic Questionnaire was circulated among the membership, seeking to identify additional topics of interest for future presentations. The following are the top-ranked program topics (other than ethics, professionalism, and civility), as voted by the membership:

1. TIE – Bench/Bar Relations  
Trial Practice (opening statements, closing arguments, direct & cross, objections)
3. TIE – Appellate Practice  
Technology & the Practice of Law
5. TIE – ADR  
Mentoring  
Pre-Trial Practice (investigation/discovery, depositions, motions)

Additional topics included Law Practice Management, Harassment/Discrimination, Law 101 (e.g., wills, divorce/family law, DWI, Medical/Professional Malpractice), Gender Issues, and achieving work-life balance/managing stress.

## **B. Presentations**

Each team will select one topic that is relevant to ethics, professionalism, and/or the practice of law and develop a program to present that topic to the membership. The topic for each team is submitted by the team leader to Kenanne, as discussed more fully below.

The following program titles are merely proposals which were selected from the Inn Program Library and based upon the survey results of the Inn:

- **Appellate Jeopardy**  
Teams compete against each other in “Appellate Jeopardy,” featuring categories such as Appellate Procedure, Legal Books & Movies, Workers’ Compensation, Federal Practice, and Final Jeopardy
- **Harassment & Hotdogs**  
Explore the firm of Sordid Sleazy & Skandal in which inappropriate behavior abounds, including sexual harassment and employer retaliation
- **Keep it Moving: Avoiding Objections at Trial**  
Through clips of legal-themed television shows and movies, evidentiary issues that can crop up in trial and ways to avoid them are explored and discussed
- **There’s an App for That: New Technology and the Practice of Law**  
Ethical risks and professionalism quandaries attorneys face when dealing with current clients, opposing counsel, experts, and witnesses in the age of email, smartphones, cloud computing, and social networking
- **To Rap or Not to Rap, That is the Confuction: Ethical Obligations when Street Talk Enters the Courtroom**  
Test the lengths to which an attorney can ethically go to influence how his/her client presents and expresses him/herself
- **What I Wish I had Known before My First Trial**  
A trial from start to finish , with real, practical advice

Each team is free to select one of the proposed programs, select another program from the Program Library, or create an entirely new program. Whatever you chose, have fun and be creative.

## **C. Additional Presentation Opportunity**

Kelly Legier, Director of Member Outreach and Diversity for the Louisiana State Bar Association, has extended an offer to assist our Inn or a team from our Inn with developing and presenting a CLE centered on diversity/inclusion. The State Bar has a committee that has trained several attorneys to present or aid in the presentation of CLE diversity programs, including such

topics as generational differences, unconscious bias, mentoring, and many others. A sampling of prior diversity programs has been provided for your convenience.

Any team leader interested in considering this option should contact Kelly Legier directly at 504-619-0129 or [Kelly.Legier@LSBA.org](mailto:Kelly.Legier@LSBA.org) to discuss more specifics and make any necessary arrangements.

#### **D. Presentation Formats**

The format of the presentation is your choice. Sample formats include:

- **SKIT/REENACTMENT** - a presentation with pupillage members playing roles in a story elucidating legal principles
- **TRIAL** – a presentation of a fictional trial or reenactment of a famous trial
- **MEDIATION** – a presentation of all or part of a mediation
- **JURY DELIBERATION** – a presentation of a jury’s deliberation relating to an attorney’s conduct
- **GAME SHOW** – a presentation that uses a traditional or modern game show format

The presentation should require more than reading a PowerPoint so as to be **FUN** and **INTERACTIVE** with the entire Inn! To this end, guest speakers and panels should be considered and used judiciously. (Do not interpret this to mean that guest speakers and panels are prohibited. Guest speakers and panels can be and have been very effective and engaging.)

Above all, substance is critical to ensure that your presentation will be awarded CLE credit by the Louisiana State Bar. Additionally, creativity and interaction within the team and amongst the general Inn membership is strongly encouraged.

#### **E. Presentation Topic/Name, Presentation Date, and Special Credit**

- **PRESENTATION DATE** – Each team leader will select one date from the list of meeting dates during the Team Leader Meeting.
- **PRESENTATION TITLE** – Each team leader will be responsible for notifying Kenanne of the title/topic of the team’s presentation *on or before noon, Friday, September 20, 2013*, to ensure that the program is approved by the Bar in advance of the commencement of the presentations. Please be sure to include a description of the presentation.
- **SPECIAL CREDIT** – Each team leader will also be responsible for notifying Kenanne if the team’s presentation will be submitted for ethics, professionalism, or law practice management credit. The deadline for notification of special credit shall be the same as the deadline for notification of the presentation title.

***It is critical that team leaders meet this deadline to avoid a penalty of \$50.00 PER LATE PROGRAM.***

#### **IV. RESOURCES**

Each team is encouraged to peruse and utilize materials on the American Inns of Court Website for reference and even as the basis for a presentation, adapting as required to illustrate Louisiana laws when programs from other states are used. To access these materials visit <http://www.innsofcourt.org> and login. Click on “Store” in the right column. Enter search appropriate to your presentation topic. A list of program materials will appear. Select the programs that you wish to obtain – many are free and immediately available for download, others must be purchased for a nominal fee and will be shipped to you.

Annually, the American Inns of Court publishes the “Program Library Catalog Supplement: Your Guide to Great Programs.” It’s available on the website. The Guide provides a quick reference of recent programs, broken down by award winners and by category. The Guide provides instructions to easily retrieve any program from the Program Library.

In addition to the online resources, our Inn is fortunate to have many members who have been responsible for high quality programs. In recent years, Camille Domingue, Steve Lanza, and Mimi Methvin have been the masterminds behind some amazing, entertaining, educational programs, and nationally recognized (i.e., award winning) programs. They are a wealth of information and have much to offer anyone who asks for their guidance and assistance.