

**May 2022**

**From the Desks of Your D.C. Bar Practice Management  
Advisors**



**We are launching the Successful Small Firm Practice Course in a new way in June...**

The Successful Small Firm Practice Course has been a staple of PMAS for several years. The Course began as a series of multi-session programs focused on starting and growing a firm with attendees creating work product for the firm. In June, we will begin offering the Course upon request and present the program on an individual basis to help the lawyer develop their firm in a series of one-on-one sessions.

The Course is designed to focus precisely on the type of firm the member wants to create and will take place at a pace that suits the lawyer and their growing firm. If you

are interested in participating in this approach to creating and growing a law firm, contact [PMAS@dcbar.org](mailto:PMAS@dcbar.org).

[Contact Us](#)

#### More news from PMAS...

We are contributing to the Bar's blog, [Duly Noted](#).

If you are interested in a practice management assessment, [click here](#).

- Kaitlin & Dan

## Small Firm Lunch & Learn Series

All sessions begin at noon ETD.

MAY 12

[How to Improve Your "Stage Presence"](#)

Webinar | [Register Now](#)

MAY 19

[Manage the Challenges of Going Back to In-Person Business](#)

Webinar | [Register Now](#)

JUNE 9

[Working with Clients in Trauma: Serving Them, Protecting Yourself](#)

Webinar | [Register Now](#)

ON DEMAND

Recordings and materials from recent Lunch & Learn programs are available [online](#).

Find these and other recent programs:

- **How to Start or Expand Your 'Low Bono' Legal Practice by Joining DC Refers** with Charlie Lemley & Jennifer Lyman
- **Negotiation Essentials** with Max Bevilacqua
- **How Can DocuSign Help a Law Firm Manage Agreements** with Rob Everette, Lucy Nagasawa, and Rory Sullivan of DocuSign
- **Perfect Your Pitch** with David Skinner and Karen Dunn Skinner
- **How to Detect, Mitigate, and Respond to a Cyber Attack** with Rob Saland

[Watch Lunch & Learn Recordings](#)

**Basic Training & Beyond**

## May 11 & May 18

**How to start, grow and manage a law firm in a large, urban market during a pandemic.**

Our monthly [Basic Training & Beyond](#) program will meet in-person in the Williamson Conference Room on the third floor of D.C. Bar Headquarters or by Zoom videoconference for May and future sessions.

This program has been presented 296 times for more than 4,000 lawyers over the last fourteen years and many have launched and are operating small law firms. We keep in touch with many small firms and what we learn informs the content for this program.

**In-person attendees must comply with [these protocols](#) 72 hours in advance of the program in order to enter the building.**



[REGISTER NOW](#)

### CALENDAR

#### May 2022

May 11

[Day 1 of Basic Training & Beyond](#)

May 12

[How to Improve Your "Stage Presence"](#)

### Managing Money

Learn how to onboard a new client by creating the appropriate fee agreement; make the proper entries onto the client ledger and trust account when needed; track the established earning mechanism; and make proper entries in the firm's operating or business account.

May 18

[Day 2 of Basic Training & Beyond](#)

May 19

[Manage the Challenges of Going Back to In-Person Business](#)

### Ethics

New ethics guidance on Disclosure of Client Confidences or Secrets in Compliance With the Outside Counsel Guidelines of Another Client; Advance Agreement to Withdraw from Representation in the Event of a "Midstream" Conflict.

[Ethics Opinion 383.](#)

Our next Managing Money program is set for **June 6, 9:00 a.m. – 12:30 p.m.**

[REGISTER NOW](#)

### Other Resources

- [Courses and Trainings](#)
- [Get Advice](#)
- [Opening an IOLTA Account](#)
- [Practice Management Advisory Service - Law Firm Management Quiz \(Self Check\)](#)
- [Practice Tips and Compliance](#)
- [Practice Management Advisor Assessment](#)



**Practice 360 Returns on July 14, 2022!**

Mark your calendars now for this day-long, in-person session with practical programs for lawyers and law firms. Registration will open in June.

Email [practice360@dcbar.org](mailto:practice360@dcbar.org) to be notified when registration is open.

## Other Events

[Continuing Legal Education programs](#)

[Communities Events](#)

[Pro Bono Center training programs](#)

As we return to D.C. Bar Headquarters for meetings and events, everyone entering the building will need to comply with the [COVID Guidelines](#).



Serving our members so they can serve the community

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[Practice 360°](#) | [Courses and Trainings](#) | [Mentoring Resource](#)