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Managing a Law Firm: Leading Managing Partners on Implementing a Leadership Plan, Overseeing Organizational Procedures, and Managing Attorneys and Staff (Inside the Minds)

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Managing a Law Firm: Leading Managing Partners on Implementing a Leadership Plan, Overseeing Organizational Procedures, and Managing Attorneys and Staff (Inside the Minds) Aspatore Books Staff Managing a Law Firm is an authoritative, insider s perspective on best practices for law firm management in small to mid-size firms. Featuring managing partners and founders from successful firms across the nation, these experts guide the reader through the key issues that come into play when managing a law firm and how to address some of the unique challenges that arise with management in the legal industry. These top lawyers reveal their advice on how to set a tone and execute a vision for the firm, how to understand the scope of the managing partner s duties, and give tips on how to facilitate organizational procedures and manage key staff to ensure smooth day-to-day operations. From handling conflicts to maintaining profitability while promoting a work-life balance among attorneys, these authors explain important aspects of instituting a leadership plan while accommodating growth and change within the firm. Additionally, these leaders reveal their strategies for achieving successful client retention, dividing their time appropriately between clients and managerial duties, and evaluating key metrics. The different niches represented and the breadth of perspectives presented enable readers to get inside some of the great legal minds of today as these experienced lawyers offer up their thoughts around the keys to successful management in this unique and challenging profession.

Inside the Minds provides readers with proven business intelligence from C-Level executives (Chairman, CEO, CFO, CMO, Partner) from the world s most respected companies nationwide, rather than third-party accounts from unknown authors and analysts. Each chapter is comparable to an essay/thought leadership piece and is a future-oriented look at where an industry, profession, or topic is headed and the most important issues for the future. Through an exhaustive selection process, each author was hand-picked by the Inside the Minds editorial board to author a chapter for this book.

Chapters Include:

1. Jack A. Van Kley, Member, Van Kley & Walker LLC - "Small Firm Legal Management: Promoting Quality Client Service and Law Office Efficiency to Increase Profits"

2. John W. Frost II, President, Frost Tamayo Sessums & Aranda PA - "A Vision for Lawyering with Integrity"

3. Peter G. Thompson, Partner, Thompson, Loss & Judge LLP - "Building Communication and Consensus"

4. Warren R. Leiden, Managing Partner, Berry Appleman & Leiden LLP - "Specialty Firms: Successful Growth and Management Strategies"

5. Aubrey B. Harwell Jr., Managing Partner, Neal & Harwell PLC - "Ethical Standards in Law Firm Management"

6. Thomas D. Rath, Chairman, Rath, Young and Pignatelli PA - "Balancing Act: Manager, Rainmaker,

Visionary Partner

7. Ian Crawford, Managing Partner, Todd & Weld LLP - "Balancing Management and Client Service in a Growing Firm"

8. Peter L. Buck, Founder, Buck Law Group PLLC - "Evolution of a 'Benevolent Dictator'"

9. Paul F. Prestia, Chief Executive Officer, RatnerPrestia - "Executing the Vision: The Role of a Founder and Managing Partner of a Law Firm"

Appendices Include:

Appendix A: Matrix for Attorney Meetings
Appendix B: Letter of Engagement
Appendix C: Privacy Policy Notice for New Clients
Appendix D: Firm Newsletter
Appendix E: Cultural Statement
Appendix F: Benefits Statement
Appendix G: Rules for Safe Conversations
Appendix H: Firm Management Structure
Appendix I: Monthly Attorney Productivity Report
Appendix J: Annual Report to Firm

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