

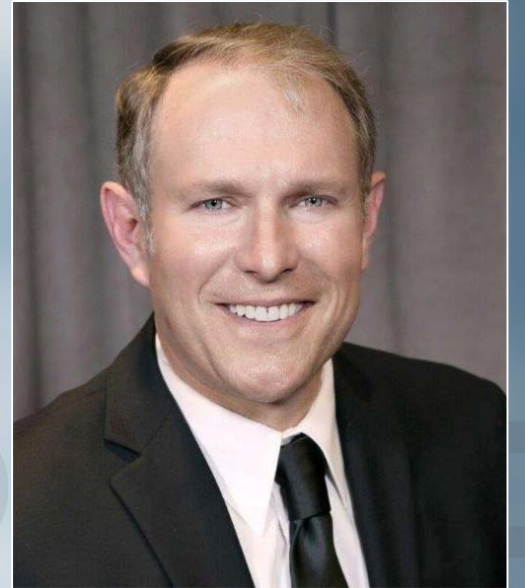


LESSONS IN LEADERSHIP:

A Paralegal's Guide to Success

PRESENTED BY

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CCPA
ORANGE COUNTY
PARALEGAL ASSOCIATION

PARALEGALS – BACKBONE OF LEGAL COMMUNITY

1. Courtrooms
2. Law firms
3. In-house legal departments

Without Paralegals:

1. Missed deadlines
2. Memos not formatted correctly
3. Shoddy research
4. But, most importantly, unhappy clients



TODAY'S LEADERSHIP DISCUSSION WILL HIGHLIGHT MY

PRINCIPLES TO INFLUENTIAL LEADERSHIP

1. I DON'T WANT TO BE A LEADER!
2. TOO BAD!!
3. YOU HAVE MORE INFLUENCE THAN YOU KNOW.
4. YOU MAY APPLY THESE PRINCIPLES IN YOUR:
 - COMMUNITY – volunteering at the soup kitchen, coaching youth sports, and at your Church, Synagogue or Mosque.
 - FAMILY
 - WORKPLACE





Think different.

“Here’s to the crazy ones, the misfits, the rebels, the troublemakers, the round pegs in the square holes... the ones who see things differently — they’re not fond of rules... You can quote them, disagree with them, glorify or vilify them, but **the only thing you can’t do is ignore them because they change things...** they **push** the human race **forward**, and while some may see them as the crazy ones, we see genius, because **the ones who are crazy enough to think that they can change the world, are the ones who do.**”

— Steve Jobs, 1997

Albert Einstein, Bob Dylan, Martin Luther King, Jr., Richard Branson, John Lennon (with Yoko Ono), Buckminster Fuller, Thomas Edison, Muhammad Ali, Ted Turner, Maria Callas, Mohandas Gandhi, Amelia Earhart, Alfred Hitchcock, Martha Graham, Jim Henson (with Kermit the Frog), Frank Lloyd Wright and Pablo Picasso.

“COMPETENCE” – THE FIRST ETHICS RULE

California Rules of Professional Conduct Client-Lawyer Relationship (Rules 1.0 – 1.18)

Rule 1.1 Competence

1. A lawyer shall ... **perform legal services with competence**.
2. For purposes of this rule, “**competence**” in any legal service shall mean to apply the (i) **learning and skill**, and (ii) **mental, emotional, and physical ability** reasonably necessary for the performance of such service.



PARALEGALS HELD TO SIMILAR STANDARDS

California Business and Professions Code CHAPTER 5.6. Paralegals [6450 - 6456]

6450. (a) “Paralegal” means a person ... who **performs substantial legal work under the direction and supervision of an active member of the State Bar of California...** collecting, compiling, and utilizing technical information to make an **independent decision** and **recommendation** to the supervising attorney...

LEADERS MAKE “INDEPENDENT DECISIONS”
AND “RECOMMENDATIONS”

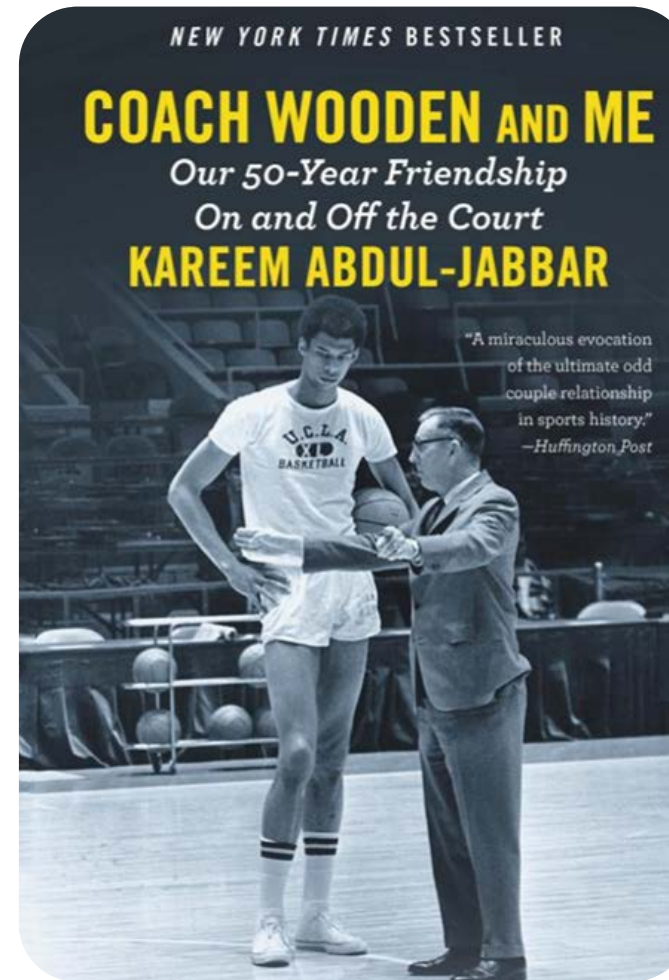
EVERYONE HAS A BRAND

1. What brand are you building?
2. Can you take your brand to the next level?
3. Can you be an *influencer*?
4. How is your physical, mental and emotional state?
5. What are you doing to improve?
6. Invest in yourself.

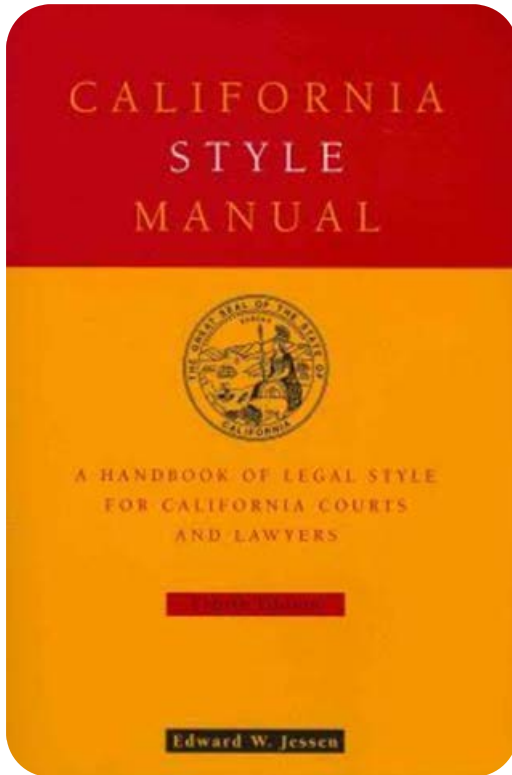


BRAND TRAITS

1. It's the small things – start with your socks
2. Positive Attitude
3. Authentic – remain open and vulnerable to connect and learn from others
4. Passionate
5. Efficient
6. Patience



PRACTICAL TIPS – HARD WORK

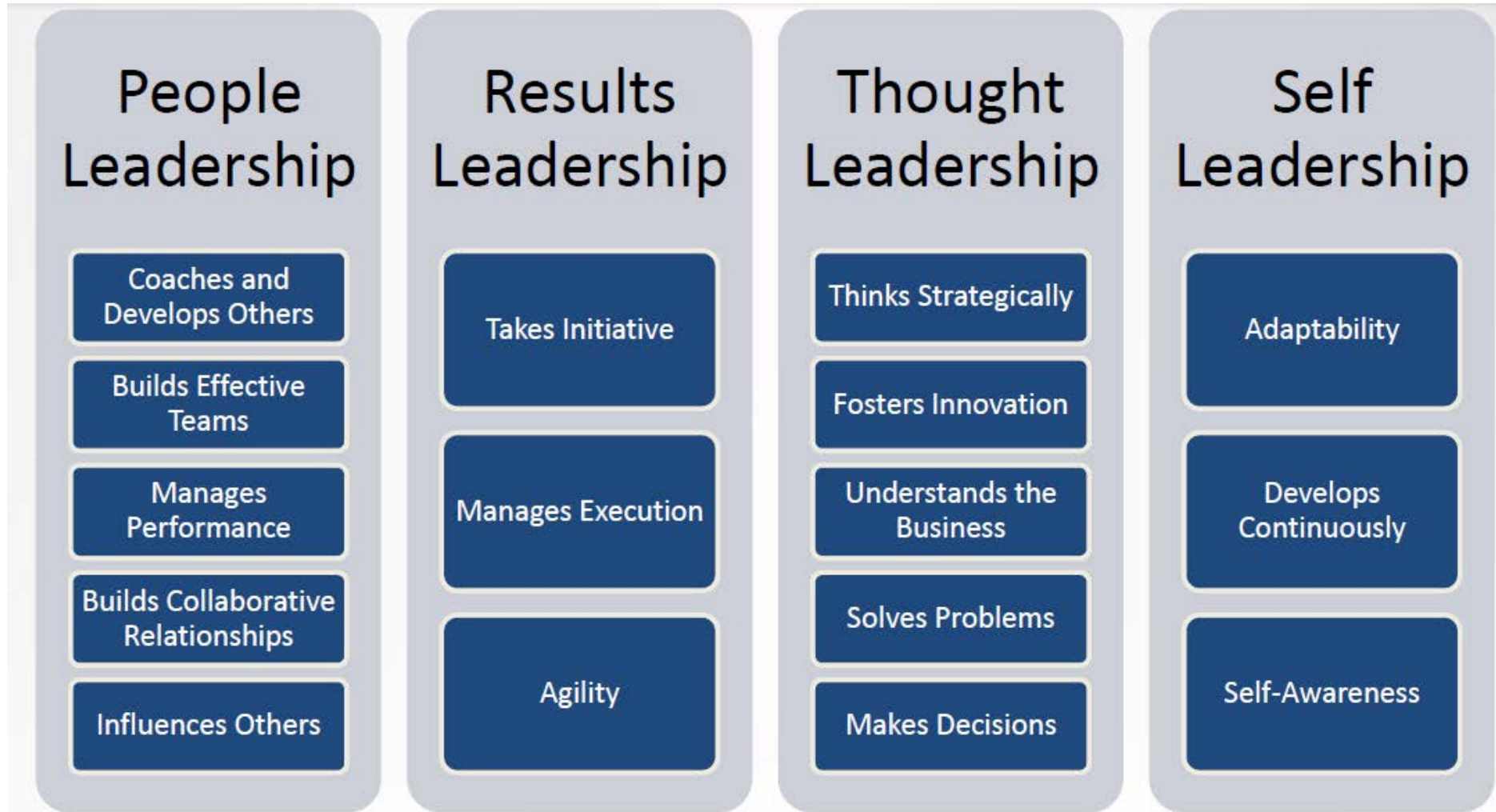


POSITIVE TRAITS

1. Detail oriented
2. Punctuation/spelling
3. Effective communicator
4. Excellent researcher
5. Work well independently
6. Clean desk
7. Re-read emails before sending



LEADERSHIP PERFORMANCE AREAS



MY FORMULA FOR LEADERSHIP

HI, I'M ROB FORD
W. COME TO

NBIA Colloquium: Julia Collins

at the CRSTED INST

AND 3

$$U = \begin{pmatrix} a & b & -b^* \\ c & e & f \\ -b & f & e \end{pmatrix}$$

$$U^\dagger M U = M$$

$$U_0^\dagger M U_0 = \text{diag}$$

$$\begin{pmatrix} 1 & \alpha & -\alpha \\ a & \beta & -\gamma \\ -\alpha & -\gamma & \beta \end{pmatrix}$$

$$\begin{pmatrix} \cos(\theta) & \sin(\theta) \\ -\sin(\theta) & \cos(\theta) \end{pmatrix} = \frac{1}{\sqrt{1-\gamma^2}}$$

$$U_0 = \begin{pmatrix} a & b & -b^* \\ c & e & f \\ -b & f & e \end{pmatrix}$$

$$[U, S] = 0$$

$$\begin{cases} |a|^2 + 2|b|^2 = 1 \\ |b|^2 + |c|^2 + |f|^2 = 1 \\ |e + f|^2 = 1 \\ |b|^2 + |a|^2 + |c|^2 + |f|^2 = 1 \end{cases}$$

$$U^\dagger U = \begin{pmatrix} b^* & e^* & f^* \\ -b^* & f^* & e^* \end{pmatrix} \begin{pmatrix} b & c & f \\ -b & f & e \end{pmatrix}$$

$$= \begin{pmatrix} |a|^2 + 2|b|^2 & -b^*c & -b^*f \\ -b^*c & |b|^2 + |c|^2 + |f|^2 & -b^*e \\ -b^*f & -b^*e & |e + f|^2 \end{pmatrix}$$

$$\begin{cases} ab^* = b(f^* - e^*) \Rightarrow |a|^2|b|^2 = |b|^2(f^* - e^*)(f - e) \\ |b|^2 = ef^* + e^*f \\ |c + f|^2 = (c + f)(c + f)^* \\ |a|^2 + |b|^2 = |f|^2 + |e|^2 \end{cases}$$

READ



WHAT READING REALLY MEANS

1. 26% of the world is illiterate – 1 billion people.
2. Reading is a privilege. It's a skill we've all taken for granted.
3. Opens up worlds while you are sitting on your couch – arts, travel, history, science, culture, entertainment, fashion.
4. Helps make thought processes more clear.
5. Expands your vocabulary, improves punctuation and spelling.
6. "Reading" is not emails at work.
7. Need to read with discipline, 30 minutes outside of work reading. Get up early or stay up late. Or, on weekends.
8. Library is free. OC Register is free online.
9. What do leaders read? Ask your Rabbi, Priest, Imam, Managing Partner.



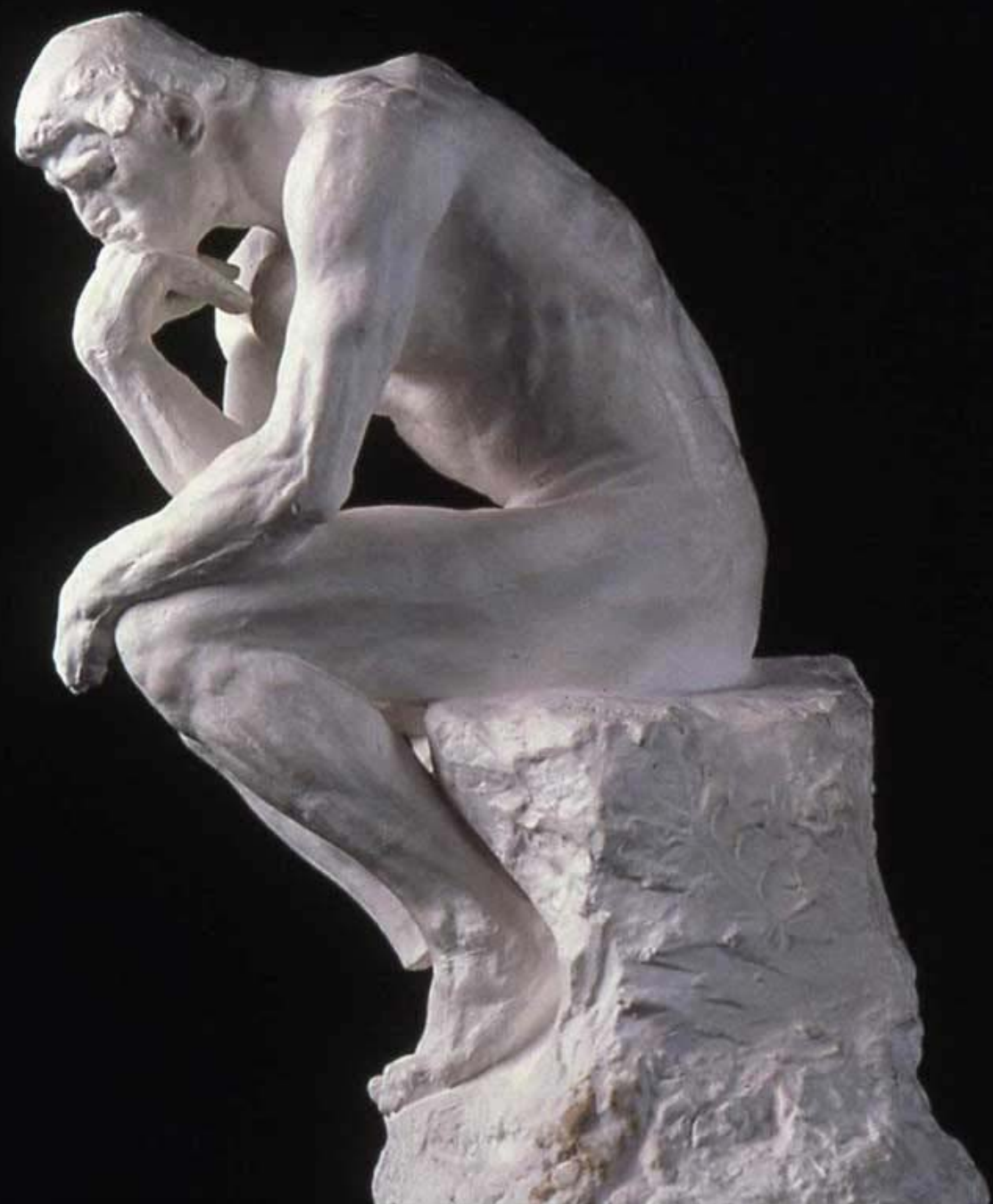
LISTEN



EFFECTIVE LISTENING

1. Pay attention.
2. Make eye contact.
3. No checking cellphone.
4. No waiting for someone “more important” to come by.
5. No waiting for opportunity “to get in a word.”
6. Positive body language.
7. Don’t be in a hurry.
8. Ask good questions.
9. Keep it confidential.





THINK ABOUT “THINKING”

1. What separates humans from animals? Ability to recognize patterns, think in the abstract and form connected ideas.
2. Take time to ponder, reflect and meditate. Understand a situation and think about options and solutions.
3. Where do you spend your time thinking? Past, present or future?
4. What does your internal voice sound like? Is it positive or negative?





LAUGH

What soap is to the body, laughter is to the soul.

(an old Yiddish proverb)

HEALTH BENEFITS:

1. Decreases stress hormones and increases immune cells.
2. Releases endorphins and promotes overall sense of well being.

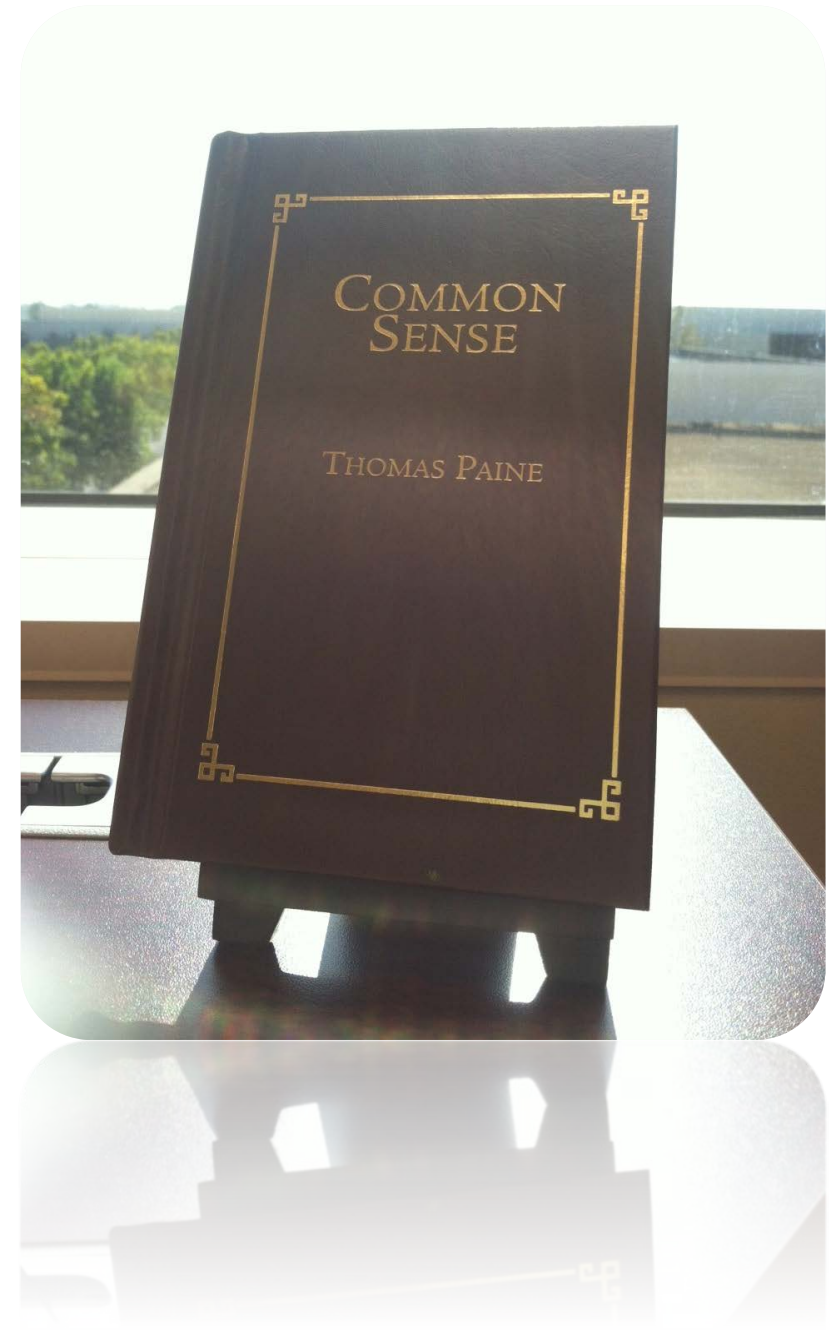
LEADERS USE LAUGHTER TO:

1. Disarm.
2. Relax.
3. As a platform to tell story.
4. Display wit.
5. Be self-deprecating.
6. “Time for a funny.”

COMMON SENSE LAW

“All advice is geared towards reducing risk. **Fancy words, kept to a minimum. Plain spoken advice, highly prized.** Long winded emails, frowned upon. We issue spot. We research. Legal options are offered in a timely, succinct manner. We set expectations and, readjust if necessary. We constantly communicate. We do a lot of listening. We build trust. We understand the business. We ask our clients, ‘What do you think we should do?’ because we know you have always thought about the issue before you bring it to us. We are a sounding board. We provide assurances that your strategy is going in the right direction.”

— Zachary Zaharek, 2018



A man in a suit stands with his back to the camera, looking out over a city skyline. A large, stylized cloud is superimposed on his back, and the word 'TH' is visible on the right side of the image.

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EM

LEADERSHIP

SUCCESS EXPERIENCE

LEAD DELEGATING POWER

EXPERTISE

TRAINING BEHAVIOR

SMART

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