

PROPOSED CALENDAR

Every other month, all of the lawyers who are participating in your bar association's Transition to Practice program will meet as a group for a CLE presentation on one or more specific mentoring topics. During alternate months, mentors and the mentees will arrange to meet one-on-one.

January

5:30 p.m. – 7 p.m.

Topic: Introduction to the Transition to Law Practice Program and Attaining Success and Maintaining Integrity for the Beginning Lawyer

March

Noon – 1 p.m.

Topics: Everything the Beginning Lawyer Needs to Know About Dealing With Clients (Selecting, Attracting, Maintaining, and Firing Them) and The Generation Gap: Communicating with Non-Gen-Xer Clients and Lawyers

May

Noon – 1 p.m.

Topic: Satisfaction, Fulfillment, Wellness, and Happiness for the Beginning Lawyer

July

Noon – 1 p.m.

Topic: Malpractice Traps for the Beginning Lawyer

September

Noon – 1 p.m.

Topic: Indispensable Legal Writing Instruction for the Beginning Lawyer

November

Noon – 1 p.m.

Topic: The Beginning Lawyer's Opportunities in and Responsibilities to the World Beyond the Office and Transition Wrap-up

PLANNING TIMELINE

Time Prior to Program Start	Task(s)
Five Months	<p>Collect mailing lists for new attorneys from State Bar of Texas and Texas Board of Law Examiners.</p> <p>Determine Transition CLE program dates.</p> <p>Determine planning committee members and committee structure.</p> <p>Draft budget for program (marketing, materials, reception).</p> <p>Draft and approve invitation letter to prospective mentor group.</p> <p>Draft and approve invitation letter to prospective mentors.</p>
Four Months	<p>Mail invitation letters to prospective mentor group.</p> <p>Mail letters to firms requesting participation in program.</p> <p>Meet with planning committee to start developing CLE programs.</p> <p>Start recruiting mentors.</p>
Two Months	<p>Mail invitation letters to newly licensed attorneys in local area.</p> <p>Meet with planning committee (if needed).</p>
One Month	<p>Compile final mentor and mentee lists.</p> <p>Match mentors and mentees.</p> <p>Submit final agenda to staff, volunteers, or State Bar for MCLE credit.</p>
Three Weeks	<p>Send letters to mentors and mentees regarding their matches.</p>
Two Weeks	<p>Collect RSVPs, draft seating chart, update website, collect materials.</p>
Program Starts!	<p>Welcome new mentors and mentees to the first group CLE program.</p>