

The 12-Minute Paralegal 2022: How-to Practice Tips

CHAIR: **Teresa Donnelly, Counsel, *Ministry of the Attorney General***

December 8, 2022

12:00 p.m. to 2:00 p.m.

Total CPD Hours = 1 h 50 m Professionalism  + 10 m EDI Professionalism 

**Webcast
Law Society of Ontario
Toronto, ON**

SKU CLE22-0120600

Agenda

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| 12:00 p.m. – 12:05 p.m. | Welcome and Opening Remarks

<i>Teresa Donnelly, Counsel, Ministry of the Attorney General</i> |
| 12:05 p.m. – 12:17 p.m. | How to Write Effectively

<i>The Honourable David Watt, Court of Appeal for Ontario,
Retired</i> |
| 12:17 p.m. – 12:29 p.m. | How to Engage in Effective Record/Bookkeeping

<i>Dwight Williams, Counsel, Practice Review, Law Society of
Ontario</i> |

- 12:29 p.m. – 12:41 p.m.** **How to Commission or Notarize Documents -A Step-by Step Guide**
- Laurie Marshall (Priske), *Marmac Legal and Immigration LLP*; Professor, *Durham College*
- 12:41 p.m. – 12:53 p.m.** **How to Use Appropriate Terminology Effectively in Communicating with Clients and Communities**
- Danielle Lussier-Meek, Director, Indigenous and Community Relations, *uOttawa*
- Deborah Moriah, Paralegal; President, *Ontario Association of Black Paralegals*
- 12:53 p.m. – 1:05 p.m.** **Question and Answer Session**
- 1:05 p.m. – 1:17 p.m.** **How to Build Your Support Network**
- Doron Gold, Staff Clinician, *Homewood Health / Member Assistance Program (MAP)*
- Michelle Lomazzo, *Lomazzo Worker's Compensation Appeals Professional Corporation*
- 1:17 p.m. – 1:29 p.m.** **How to Successfully Advertise Your Legal Services Practice and Comply with the *Paralegal Rules of Conduct***
- Phil Brown, Senior Counsel, Practice Management Helpline, Practice Supports & Resources, *Law Society of Ontario*
- 1:29 p.m. – 1:41 p.m.** **How to Improve your Research Skills**
- Rebecca Radevski, Senior Reference Librarian, Great Library, *Law Society of Ontario*

1:41 p.m. – 1:53 p.m.

How to Consider Career Opportunities outside Sole Practice

Paul Cappa, *Cohen Highley LLP*

Charlene Nero, Legal Director/Grievance Office, *Labourer's International Union of North America (LIUNA, Local 3000)*

1:53 p.m. – 2:00 p.m.

Question and Answer Session & Wrap-Up

2:00 p.m.

Program Ends