

# Professional Skills Seminar

*For Paralegals and Legal Secretaries/Assistants*



**Thursday & Friday, October 8 & 9, 2015**

**Hilton Tampa Airport Westshore**

**225 N. Lois Ave**

**Tampa, Florida, 33607-2355**

*Sponsored by the Association of Bankruptcy Judicial Assistants*



The Association of Bankruptcy Judicial Assistants ("ABJA") is offering a two day Professional Skills Seminars on Thursday & Friday, October 8-9, 2015 at the Hilton Tampa Airport Westshore. The registration fee for this two day seminar is \$350, and includes all seminar materials, Wednesday evening reception, and one coupon for a full breakfast buffet in the hotel for Thursday and Friday. Additional coupons are available for advance purchase for \$15.

**Wednesday Evening Reception:** Join us at the Hilton Westshore pool area from 6:00 p.m. to 10:00 p.m. Savor Cuban delicacies while enjoying a flamenco dancer's intricate movements to the rhythm of a strumming, Spanish guitar.

**Hotel Accommodations:** A block of rooms will be held at the Hilton Tampa Airport Westshore. All attendees will receive the standard room at the group rate of \$104.00 single/double which will be honored 3 days pre/post, based on availability. Make your reservation via the web link

[http://www.hilton.com/en/hi/groups/personalized/T/TPAAHFF-ABJA15-20151005/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/T/TPAAHFF-ABJA15-20151005/index.jhtml?WT.mc_id=POG)

or call the hotel directly at 813-877-6688. Mention **group code ABJA15**.

### Extending you stay

Make your reservation for the Conference dates only; get your confirmation number, and then contact the Hilton's Shelly Caruthers at 813-877-6688 to check availability for dates 3 days before October 5, 2015 and after October 9, 2015.

**2015 Professional Skills Seminar—October 8 & 9**

**REGISTER ONLINE**

<https://fs22.formsite.com/abja/form3/index.html>

**IF YOU ARE PAYING BY CHECK, REGISTER ONLINE AND MAIL YOUR PRINTED REGISTRATION AND CHECK TO:**

**Ursula C. Hamilton, Treasurer**  
c/o Chambers of Hon. J. Craig Whitley  
U.S. Bankruptcy Court, WDNC  
401 West Trade Street, Room 111  
Charlotte, NC 28202  
Make checks payable to "ABJA"

**Registration Deadline is September 4, 2015**  
**Absolutely no refund of registration fees after**  
**September 14, 2015**

For more information contact Linda Montano  
312-435-6867; or [linda\\_montano@ilnb.uscourts.gov](mailto:linda_montano@ilnb.uscourts.gov)

### Professional Skills Seminar - Thursday, October 8, 2015

8:00 - 8:45 a.m.	Registration
8:45 - 9:00 a.m.	Welcome & Introductions Dorothy Clay, President of ABJA, Hon. Michael G. Williamson, Chief Judge, U.S. Bankruptcy, Middle District of Florida, Tampa, FL, and LeeAnn Bennett, Clerk of Bankruptcy Court, Middle District of Florida
9:00 - 9:45 a.m.	<b>Strip Down or Strip Off?</b> Lien Stripping—What is the Difference? Hon. Michael G. Williamson, Chief Judge U.S. Bankruptcy, Middle District of Florida, Tampa, FL
9:45 - 10:30 a.m.	<b>Organizational Efficiency in Hearing &amp; Trial Preparation</b> - Ed Comey, Law Clerk, Middle District of Florida, Tampa, FL
10:30 - 10:45 a.m.	Break
10:45 - 12:00 p.m.	<b>Practice Excellence</b> Tips for Organizing your Attorney. Barbara Hart, Esq. and Lara Fernandez, Esq., Tampa, FL and Jake Blanchard, Esq., Largo, FL
12:00 - 1:30 p.m.	Lunch On Your Own
1:30 - 3:00 p.m.	<b>Structured Writing</b> - Esther DeVries, Ed.D., Federal Judicial Center, Washington, DC
3:00 - 3:15 p.m.	Break
3:15 - 4:30 p.m.	<b>Emotional Intelligence and Work/Life Balance</b> Professor Russell Clayton, PH.D St. Leo University, Saint Leo, FL

### Professional Skills Seminar - Friday, October 9, 2015

8:15 - 8:45 a.m.	Welcome & Overview - Dorothy Clay, President of ABJA,
8:45 - 10:00 a.m.	<b>Volunteer (Pro Bono) Attorney Help Desk</b> Jake C. Blanchard, Esq., Largo, FL
10:00 - 10:15 a.m.	Break
10:15 - 11:45 a.m.	<b>Strengths Finders - Using Your Talents to Reach Your Maximum Potential</b> Beverly Griffeth-Bryant, Training Specialist, Chicago, IL
11:45 - 1:15 p.m.	Lunch On Your Own
1:15 - 2:30 p.m.	<b>Working Smarter Not Harder with Your Chapter 13 Trustee</b> - Kelly Remick and Jon Waage, Chapter 13 Trustees, Tampa, FL
2:30 - 2:45 p.m.	Break
2:45 - 3:45 p.m.	<b>Practice Excellence</b> Chapter 13 Trustees' Tips for Effective Case Management. Chapter 13 Trustees, Kelly Renwick and Jon Waage

*(11 CEU credits for two day Seminar)*