

## Index to PDQ Articles and Survey Reports, 1999-2002

### Assignments/On-the-Job Training

Abbott, Ida, "The Importance of Work Allocation Systems for Associate Development." August 2002, 4-5.

Mara, Evelyn Gaye, "The Learning Lab: Job Aids: Improving Performance Without Training." August 2002, 7-8.

\_\_\_\_\_, "The Learning Lab: Tying New Associate Training to Work." May 2000, 5-6.

### Career Development

Cinciotta, Linda, "Professional and Career Development in the Federal Government." May 2000, 3-5.

Sloan, Peter, "From Lockstep to Levels." August 2002, 1-3.

### Coaching

Coleman, David, "Executive Coaching of Partners in Law Firms." November 1999, 4-7.

Mara, Evelyn Gaye, "The Learning Lab: Private Coaching for Skills Training." February 2001, 8-9.

### Education, Training, and CLE

Breslin, Adam, "Attorney Training: From Vicious Cycle to Virtuous Cycle." August 2000, 1-3.

Chitwood, Stephen R., and Anita F. Gottlieb, "Critical Business, Management, and Supervisory Skills for Associates: ALA Re-search Findings and Their Implications." February 2000, 3-5.

Edes, Heather V., "Converting Learning into Practice: Nuts and Bolts of Effective Associate Training." May 2002, 1-3.

Fitch, Valerie, "Believe It or Not, a Substantive Law Seminar CAN Be Less Dull than Dishwater."

February 2001, 1-3.

Lazarus, Stuart M., "MCLE Summit: The Work Continues." May 2002, 6.

Manch, Susan G., "Training Attorneys to Conduct Effective Evaluations." May 2002, 4-6.

\_\_\_\_\_, "Training Lawyers: The Toughest Audience." February 2001, 3-5.

\_\_\_\_\_, "Training Your Recruiting Team." August 1999, 1-3.

Mara, Evelyn Gaye, "CLE on the Web: An Early Report Card." November 2001, 1-5. (Survey Report)

\_\_\_\_\_, "Developing Lawyers in the First Year: Three Approaches." May 2001, 8-10.

\_\_\_\_\_, "The Learning Lab: Bringing Training Alive by Getting Down to Cases." November 2001, 8-9.

\_\_\_\_\_, "The Learning Lab: Business Skills Training for First-Year Associates." May 2001, 13.

\_\_\_\_\_, "The Learning Lab: Evaluating Training." February 2002, 13-15.

\_\_\_\_\_, "The Learning Lab: Private Coaching for Skills Training." February 2001, 8-9.

\_\_\_\_\_, "The Learning Lab: Skills Training." November 2000, 6-7.

\_\_\_\_\_, "The Learning Lab: Substantive Law Training." February 2000, 6-7.

\_\_\_\_\_, "The Learning Lab: Tying New Associate Training to Work." May 2000, 5-6.

\_\_\_\_\_, "New Lawyer Orientation: Chunk It, Space It, Make It Real." May 2002, 7-8.

## **Evaluations/Performance Appraisals**

Manch, Susan G., "Training Attorneys to Conduct Effective Evaluations." May 2002, 4-6.

Mara, Evelyn Gaye, "The Learning Lab: Evaluating Training." February 2002, 13-15.

\_\_\_\_\_, "The Learning Lab: Upward Evaluation: The 5 Keys to Success." May 2002, 8-10.

\_\_\_\_\_, "Performance Appraisal as a Professional Development Tool." February 2002, 11-13.

\_\_\_\_\_, "Upward Evaluation: Results of Our January Survey." February 2002, 1-11. (Survey Report)

## **Knowledge Management**

Mara, Evelyn Gaye, "Knowledge Management: Leveraging In-House Expertise." August 2002, 6-7.

## **Managing Associates/Management Skills**

Chitwood, Stephen R., and Anita F. Gottlieb, "Critical Business, Management, and Supervisory Skills for Associates: ALA Re-search Findings and Their Implications." February 2000, 3-5.

Chitwood, Stephen R., and Evelyn Gaye Mara, "Department Managers and Practice Group Chairs: What They Do, What They Need." November 1999, 1-4

Coleman, David, "Executive Coaching of Partners in Law Firms." November 1999, 4-7.

Sloan, Peter, "From Lockstep to Levels." August 2002, 1-3.

## **Marketing/Business Development**

Baber, Anne, and Lynne Waymon, "Strategic Networking: Making Your Contacts Count." November 2000, 1-2.

Nelson, Steve, "Building a Better Mousetrap: A Model for a Lawyer's Business Plan." May 2000, 1-3.

## **New Lawyers**

Mara, Evelyn Gaye, "The Learning Lab: Business Skills Training for First-Year Associates." May 2001, 13.

\_\_\_\_\_, "Developing Lawyers in the First Year: Three Approaches." May 2001, 1-10.

\_\_\_\_\_, "Managing Your Professional Development (An Open Letter to New Law Graduates)." August 1999, pp. 3-4.

\_\_\_\_\_, "New Lawyer Orientation: Chunk It, Space It, Make It Real." May 2002, 7-8.

\_\_\_\_\_, "The Learning Lab: Tying New Associate Training to Work." May 2000, 5-6.

## **Partners/Senior Lawyers**

Chitwood, Stephen R., and Evelyn Gaye Mara, "Department Managers and Practice Group Chairs: What They Do, What They Need." November 1999, 1-4

Coleman, David, "Executive Coaching of Partners in Law Firms." November 1999, 4-7.

Manch, Susan G., "Training Attorneys to Conduct Effective Evaluations." May 2002, 4-6.

Mara, Evelyn Gaye, "The Learning Lab: Upward Evaluation: The 5 Keys to Success." May 2002, 8-10.

\_\_\_\_\_, "Upward Evaluation: Results of Our January Survey." February 2002, 1-11. (Survey Report)

## **Presentation Skills**

Mara, Evelyn Gaye, "The Learning Lab: How to Moderate a Panel." August 2000, 5-6.

White, Christine, "Videoconferencing: How to Set Up for Effective Presentations." August 2001, 1-2.

## **Survey Reports**

Mara, Evelyn Gaye, "CLE on the Web: An Early Report Card." November 2001, 1-5.

\_\_\_\_\_, "Results of July 2001 Technology Survey: In-House Uses of Technology for Professional Development." August 2001, 3-10.

\_\_\_\_\_, "2002 Survey of Professional Development Spending." November 2002, 1-17.

\_\_\_\_\_, "Upward Evaluation: Results of Our January Survey." February 2002, 1-11.

## **Technology**

Mara, Evelyn Gaye, "CLE on the Web: An Early Report Card." November 2001, 1-5. (Survey Report)

\_\_\_\_\_, "The Learning Lab: What Can You Do with an Intranet?" August 2001, 11-12.

\_\_\_\_\_, "Results of July 2001 Technology Survey: In-House Uses of Technology for Professional Development." August 2001, 3-10. (Survey Report)

Palazzo, Dottie, "Building or Buying a Tracking System: Where to Begin." August 2000, 3-5.

\_\_\_\_\_, "Tracking Systems, Part 2: Maintaining Information on People." November 2000, 2-4.

\_\_\_\_\_, "Tracking Systems, Part 3: Creating CLE Activity Reports for Lawyers and Management." February 2001, 5-7.

\_\_\_\_\_, "Tracking Systems, Part 4: Recording Program Information." May 2001, 11-12.

\_\_\_\_\_, "Tracking Systems, Part 5: Practical Tips, Enhancements, and Lessons Learned." November 2001, 5-7.

Spencer, Margaret S., "Ten Tips for Using Technology Efficiently Without Letting It Run Your Life." February 2000, 1-2.

White, Christine, "Videoconferencing: How to Set Up for Effective Presentations." August 2001, 1-2.