



ALASKA ALA

A CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS®

10th Annual Fall Educational Conference Registration Form

Tuesday, October 3, 2017
The Lakefront Anchorage
4800 Spenard Road
Anchorage, Alaska

AGENDA

- 7:30 a.m. **Registration, Welcome and Breakfast**
Redington Ballroom (upstairs)
- 8:00 a.m. **In the Rose Garden ~ the Importance of Self-Care in the Workplace**
Nancy Nolin, LCSW, ACSW, C&S, CADCI
- 9:30 a.m. **BP Networking Break**
- 10:00 a.m. **Learning the Art of Mindfulness ~ Even with a Busy Schedule**
Nancy Nolin, LCSW, ACSW, CAS, CADCI
- 11:30 a.m. **BP Networking Break**
- 12:00 p.m. **Lunch**
- 12:30 p.m. **Working with Others: Insights from Ego Development**
Stevie and Andrew Frakes
- 2:00 p.m. **Adjourn**

*Education Sessions are pending approval for 4.5 hours of Alaska Bar Association CLE credits and ALA CLM credits

REGISTRATION

Early Bird Registration

Members \$ 85
 Non-Members \$100

Registration after 9/5/2017

Members \$110
 Non-Members \$125

Name _____

Company _____

Send Registration form and payment by check or credit card to:

Jodi Walton 907-276-1700

Alaska Association of Legal Administrators

P.O. Box 100031

Anchorage, AK 99510-0031

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SPEAKER INFORMATION

Nancy B. Nolin, LCSW, ACSW, CAS, CADCI

Nancy Nolin graduated cum laude in 1996 from the Ethelyn R. Strong School of Social Work at Norfolk State University with her Master's Degree in Clinical Social Work. She is currently licensed for independent private practice as a Psychotherapist in the states of Utah (2007), Oregon (2014), and Idaho (2017). Additionally, she is credentialed as a Certified Addictions Counselor with the American Academy of Health Care Providers in the Addictive Disorders (2009) and certified as an Alcohol and Drug Counselor in Oregon (2014). Prior to private practice, Ms. Nolin worked in various positions that included Clinical Director, Program Director and other roles in leadership. She has taught as an Adjunct Professor at several Colleges and Universities including University of Alaska Anchorage. In addition to private practice, Ms. Nolin offers Mindfulness Coaching/Workshops, Life Transition Coaching and creates and conducts workshops on a variety of topics that focus on personal growth/awareness and emotional well-being. In her free time Nancy serves on the Board (Called the Conveners Circle) for Gather the Women Global Matrix. She also paints and enjoys a unique type of bead work making "window charms" as a way to express her creative talents.

“In the Rose Garden ~ the Importance of Self-Care in the Workplace” - Professionals in the workplace have many responsibilities to balance. As Legal Administrators, this balancing act includes managing the requests of the attorneys in the office, supervising office staff, dealing with the logistics of maintaining the office, engaging in Human Resource issues and concerns, and on and on. The list seems endless ~ so where does self-care and emotional well-being fit into this challenging schedule? During this presentation Nancy Nolin will discuss the importance of focusing on Self-Care. Topics include the importance of physical, emotional, psychological and spiritual well-being. As a Licensed Clinical Social Worker (psychotherapist), Nancy will focus on identifying stressors and how to keep a balance with self-care. She will also demonstrate the importance of paying attention to “thoughts” and how our thoughts impact our daily interactions and our daily well-being. This will be a presentation of cognitive behavioral techniques combined with self-care goals.

“Learning the Art of Mindfulness ~ Even with a Busy Schedule” - Mindfulness practice means “being present, in the moment without being judgmental.” So, what does that really mean? Nancy Nolin teaches mindfulness practice skills for daily living. This presentation will provide an overview of “Mindfulness” and the many ways to apply this to an attendee's life. Additionally, many of the techniques can be applied in the workplace with staff. This presentation is interactive and encourages attendees to think about how to be “mindful” each day. A daily mindful practice has been proven to reduce stress while improving health and well-being. Attendees will practice several of the mindfulness approaches in this workshop. Additional resource will be provided for attendees to use once this workshop is over.



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SPEAKER INFORMATION

Stevie Frakes

Stevie Frakes is an Organizational Development and Coaching Consultant specializing in group facilitation, strategic planning and succession planning, executive coaching and leadership development, staff development and team building, and process and program development. As a principal of Cairn North Consulting, she works to help nonprofits and small businesses do more with less and do it well. Stevie believes that when people are brought together for safe and structured conversation, problems can be solved. Stevie has bachelor degrees in both Psychology and Justice which provide a unique background and perspective for her Master's degree in Organizational and Leadership Development and her work at Cairn North Consulting. She is a lifelong Alaskan who loves to play in the mountains in snow, rain, or shine.

Andrew Frakes

Andrew Frakes is a Finance Consultant specializing in CFO/Controller services, accounting procedure development and improvement, budgeting, financial statement preparation, and audit preparation and management. As a principal of Cairn North Consulting, he is dedicated to providing strong financial and accounting services that are focused on providing insights into organizational financial health and sustainability. Andrew believes that it is more important than ever to have a strong working knowledge of your organization's financial information and he is committed to coaching leaders in being more financially confident. Andrew has an MBA from the University of Alaska Anchorage with an emphasis in Leadership. Andrew is a lifelong Alaskan who volunteers his time as a Finance Committee member at Alaska Public Media and enjoys hiking and playing golf in his free time.

“Working with Others: Insights from Ego Development”: Do you ever feel like people in your office are speaking different languages? Communicating with some people is just plain hard! Communicating with Others: Insights from Ego Development utilizes Dr. Susan Cook-Greuter's work to explain why we struggle to communicate and suggest techniques for communicating more effectively.

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