

# 15<sup>th</sup> Solo & Small Firm Conference: The Solo/Small Advantage

June 10, 2021

SKU CLE21-00602

## Table of Contents

<b>TAB 1</b>	<b><u>OPENING PLENARY: The Solo/Small Advantage</u></b>
	<b>The Solo/Small Advantage: Literary Chat ABOUT ME - Kimberly A. Whaley ..... 1 - 1 to 1 - 37</b>
	Kimberly Whaley, C.S., TEP, <i>WEL Partners</i>
	<b>Diversity in the Profession ..... 1 - 38 to 1 - 62</b>
	Muhammad (Hamood) Hassan, <i>Hassan Law</i>
<b>TAB 1A</b>	<b><u>SEMINAR A – Start with the End in Mind: How Innovation Can Guide you to a Better Law Practice</u></b>
	<b>Start with the End Finding Your Way to a Better Practice Through Innovation (PowerPoint)..... 1A - 1 to 1A - 39</b>
	Megan Cornell, Founder, CEO & Lawyer, <i>Momentum Business Law Professional Corporation</i>
<b>TAB 1B</b>	<b><u>SEMINAR B – Being a Better Boss Through More Feedback and Effective Communication (Even in a Pandemic)</u></b>
	<b>Meetings your Colleagues will Want to Attend..... 1B - 1 to 1B - 3</b>

Reprinted with permission of Phoenix Legal, Inc.

**Giving Feedback Just Got Trickier.....1B - 4 to 1B - 6**

Deborah Glatter, *Deborah Glatter Legal Management Consultant*

**Being a Better Boss: Giving Effective & Digestible Feedback.....1B - 7 to 1B - 7**

Paulette Nnorom, Lawyer Coach, *Creative Choices for the 21<sup>st</sup> Century Lawyer Inc.*

**Additional Resource.....1B - 8 to 1B - 8**

Submitted by:  
Alexandra Overchuk, *Alexandra Overchuk Consulting*

**TAB 2A      SEMINAR A – Planning for Absences from Your Practice**

**Leaves of Absence under the *Employment Standards Act, 2000 (PowerPoint)* ..... 2A - 1 to 2A - 27**

Jennifer Mathers McHenry, *Mathers McHenry & Co.*

**TAB 2B      SEMINAR B – Tech Solutions and Challenges for Solo and Small Firms**

**Roadmap for Cyber Incidents ..... 2B - 1 to 2B - 1**

Mouna Hanna, *Dolden Wallace Folick LLP*

**A Privacy Handbook for Lawyers  
PIPEDA and Your Practice..... 2B - 2 to 2B - 33**

(Copy is a reproduction of the version found on the website:

[www.priv.gc.ca](http://www.priv.gc.ca))

Office of the Privacy Commissioner of Canada

**Privacy Guide for Businesses  
What Canadian businesses need to know to comply  
with federal privacy law..... 2B - 34 to 2B - 76**

(Copy is a reproduction of the version found on the website:

[www.priv.gc.ca](http://www.priv.gc.ca))

Office of the Privacy Commissioner of Canada

**Web links to Law Society of Ontario**

**COVID Resources..... 2B - 77 to 2B - 77**

Phil Brown, Counsel, Practice Management, Practice Supports  
and Resources, *Law Society of Ontario*

**AI for Lawyers**

**How Artificial Intelligence is Adding Value, Amplifying**

**Expertise, and Transforming Careers ..... 2B - 78 to 2B - 130**

(Excerpted with permission of the publisher, Wiley.)

Noah Waisberg, CEO and Co-Founder, *Kira Systems*

Dr. Alexander Hudek, CTO and Co-Founder, *Kira Systems*

**TAB 3A**

**SEMINAR A – Generational Diversity at Work:**

**What Does 2021 Look Like?**

(Our Permission to include this presentation and material has  
expired and we have removed all related items.)

**Leveraging Generational**

**Diversity in the Workplace (PowerPoint)**

Nora Spinks, CEO, *The Vanier Institute of the Family*

**TAB 3B**

**SEMINAR B – Time Management Hacks for the Busy Practitioner:**

**Practical Tips to Get Stuff Done**

**Time Management Hacks for the Busy Practitioner:**

**Practical Tips to Get Stuff Done (PowerPoint) .....3B - 1 to 3B - 78**

Juda Strawczynski, Director, practicePRO, *Lawyers' Professional  
Indemnity Company (LawPRO®)*

**TAB 4A**

**SEMINAR A – Preparing for a Law Society Audit**

**Preparing for a Law Society Audit (PowerPoint) ..... 4A - 1 to 4A - 10**

Mayur Gadhia, CPA, CA, Founder, *CloudAct CPA Professional Corporation*

**Preparing for a Law Society Spot Audit (PowerPoint) ... 4A - 11 to 4A - 25**

**Additional Spot Audit Resources ..... 4A - 26 to 4A - 26**

Charley Kozdas, CPA, CGA, CFF, CFE, BAccS,  
Auditor, Spot Audit, *Law Society of Ontario*

Lisa Roper, CPA, CGA, Auditor, Spot Audit,  
*Law Society of Ontario*

**TAB 4B      SEMINAR B – Cultural Competency in Client Communications**

**Cultural Competency Resources..... 4B - 1 to 4B - 1**

Cynthia Pay, Immigration and Refugee Board,  
*Refugee Appeal Division*

**TAB 5      CLOSING PLENARY: Where Do We Go from Here?  
Thriving Within a Rapidly Changing Legal Market**

**12 Questions: Marketing and Business Development  
for Lawyers.....5 - 1 to 5 - 2**

Heather Suttie, Legal Marketing & Business Development  
Consultant, *HEATHER SUTTIE & ASSOCIATES*