

## GENERAL INFORMATION

### ONLINE PROGRAMS

**Wednesday, March 24, 2021**

View online at [www.minncle.org](http://www.minncle.org)

Registration for online program must be made at [www.minncle.org](http://www.minncle.org).

#### **Ethics Fundamentals – Safekeeping Property, Collecting Fees, Acting with Diligence**

9:00 a.m. – 12:15 p.m.

#### **Elimination of Bias: Building Generational Diversity**

1:00 p.m. – 3:00 p.m.

### IN-PERSON PASSHOLDERS

You may use your Pass to register for the online programs at no charge.

### CREDITS

Minnesota CLE is applying to the Minnesota State Board of Continuing Legal Education for **3.0 ethics credits** for the designated ethics program and **2.0 elimination of bias credits** for the designated elimination of bias program.

### ACCOMMODATION

If you have a disability and need an accommodation in order to attend, please contact Minnesota CLE as soon as possible at 2550 University Avenue West, Suite 160-S, Saint Paul, MN 55114 or call 651-227-8266 or 800-759-8840.

### CANCELLATION / NO-SHOW POLICY

Paid registrants who cancel before the seminar will receive a full credit on their account, or refund upon request. Paid registrants who do not cancel and are unable to attend will retain access to the seminar materials through their website account.

### SCHOLARSHIPS AVAILABLE

Minnesota CLE maintains a scholarship program for those individuals with a financial need. For additional information or to obtain a scholarship application, contact Grant at [gdavies@minncle.org](mailto:gdavies@minncle.org) or 651-254-2111.

### QUESTIONS?

Call 651-227-8266 or 800-759-8840 or visit [www.minncle.org](http://www.minncle.org).

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#### ETHICS

**Ethics Fundamentals –  
Safekeeping Property,  
Collecting Fees,  
Acting with Diligence**

#### ELIMINATION OF BIAS

**Elimination of Bias:  
Building Generational  
Diversity**

**Wednesday, March 24, 2021**  
LIVE ONLINE ONLY – No in-person attendance.



Minnesota Continuing Legal Education  
*Your Success Is Our Goal*

## ETHICS

### **Ethics Fundamentals – Safekeeping Property, Collecting Fees, Acting with Diligence**

*Satisfy your 3-hour ethics  
education requirement*

## ELIMINATION OF BIAS

### **Elimination of Bias: Building Generational Diversity**

*Satisfy your 2-hour elimination of bias  
education requirement*

**Wednesday, March 24, 2021**

LIVE ONLINE ONLY – No in-person attendance.

In-Person Passholders: You may use your Pass to register for the online programs.

8:30 – 9:00 a.m. JOIN ONLINE

9:00 – 10:00 a.m.

### The Ethics of Funds and Files – Satisfying the Duty of Safekeeping Property

Safekeeping property entrusted to one's care is a fundamental ethical obligation of every attorney. This session covers common situations where this duty arises and offers sound advice for avoiding pitfalls and mistakes. Learn the rules for properly handling money, information, documents and other property.

– Susan M. Humiston  
*Office of Lawyers Professional Responsibility; Saint Paul*

10:00 – 10:05 a.m. BREAK

10:05 – 11:05 a.m.

### The Ethics of Clients and Collecting Fees – Fulfilling Your Fiduciary Duty

An attorney's ethical obligations and duty to the client are paramount when creating business practices for collecting fees. This session addresses the ethical considerations involved in attorneys' fees and collection issues. It offers tips for avoiding pitfalls and offers guidance for creating a billing philosophy and managing client relationships.

– George E. Warner  
*Warner Law LLC; Minneapolis*

11:05 – 11:15 a.m. BREAK

11:15 a.m. – 12:15 p.m.

### The Ethics of Deadlines and Daily Habits – Discovering the Essence of Diligence

An attorney's ethical duties of diligence, competence and communication are paramount in client relations. Yet we often struggle to fulfill these obligations. Deadlines are often associated with heightened stress, time crunches, and external pressures beyond your control. Instead of motivating you to make steady progress on important projects and cases, deadlines often lead you to procrastinate and seek out mindless distractions and busyness. But by using external deadlines to your benefit and setting self-imposed ones effectively, you help fuel productive action. Deadlines – in combination with daily habits that enable you to pick, prioritize, and perform your big tasks – are the essence of diligence. In this presentation, you will learn how to:

1. Reframe your perspective on deadlines
  2. Use daily habits like time blocking and time boxing to work diligently on your highest priorities and non-negotiable activities
  3. Develop focus and avoid distractions and interruptions
  4. Stop procrastinating on difficult tasks that need to get done
- Use these skills to address the ethical duties of diligence (Rule 1.3), competence (Rule 1.1) and communication (Rule 1.4).

– Dyan Williams  
*Dyan Williams Law, PLLC; Minneapolis*

12:30 – 1:00 p.m. JOIN ONLINE

1:00 – 2:00 p.m.

### Navigating and Embracing Generational Differences

Lawyers work every day with clients, colleagues, and staff of different ages and generations. Each generation has its own distinct perspective on life and work. These differences can be fodder for bias and conflict when generations collide. Understanding generational differences and appreciating the contributions of each generation can go a long way to reducing bias and conflict related to age in multigenerational situations. What's your generational IQ? Find out in this interactive and informative session exploring generational differences.

– Leslie Sinner McEvoy  
*McEvoy Conflict Management and Legal Education Consulting; Bloomington*

2:00 – 2:05 p.m. JOIN ONLINE

2:05 – 3:05 p.m.

### All in the Family – The Benefits of a Multi-Generational Law Practice

With two husband/wife teams, and a mother/daughter duo for good measure, Bruno Law eschews age-based and gender-based stereotyping and opts for diversity and inclusion. This family of lawyers leverages strengths and talents across generations and genders to represent their clients and grow their practice. Join them for a practical, insightful conversation about the benefits of a multi-generational law practice, how they've overcome generational bias and ways to create a firm culture that values all experience levels.

– Carolyn Agin Bruno, Fredrick K. Bruno,  
Samantha J. Foertsch & Stephen M. Foertsch  
*Bruno Law, LLC; Minneapolis*  
– Moderator: Angela Bullard Davis  
*Minnesota Continuing Legal Education; Saint Paul*

Register today at [www.minncle.org](http://www.minncle.org).

## Ethics Fundamentals – Safekeeping Property, Collecting Fees, Acting with Diligence

9:00 a.m. – 12:15 p.m. [3570-21]

## Elimination of Bias: Building Generational Diversity

1:00 – 3:05 p.m. [3575-21]

Wednesday, March 24, 2021

Attend Online – No in-person attendance

### ONLINE PROGRAMS – Wednesday, March 24, 2021

Registration must be made online at [www.minncle.org](http://www.minncle.org)

#### ETHICS TUITION:

\$155 MSBA member

\$155 paralegal

\$175 standard rate

#### ELIMINATION OF BIAS TUITION:

\$115 MSBA member

\$115 paralegal

\$135 standard rate

#### In-Person Passholders –

You may use your Pass to register for the online programs at no charge.

#### NEW LAWYER DISCOUNT!

New lawyers admitted to the bar fewer than 3 years may deduct 50% from the registration fee(s) above.

#### SCHOLARSHIPS AVAILABLE

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#### JOIN THE MSBA AND PAY LESS FOR MINNESOTA CLE SEMINARS!

To join the MSBA go to [www.mnbar.org](http://www.mnbar.org)  
Or for more membership advantages call 1-800-882-6722