

Talking Points – IPMA Services & Benefits

Support for New Managers:

- **Manager’s Manual: Setting Up a Practice Support Program** - A guide for setting up a practice support program.
- **New Manager Starter Kit** – A copy of the Manager's Manual and articles that provide support for a practice support manager position.
- **New Managers Affinity Group** – Calls moderated by experienced managers where you can share issues with other new managers that might be going through similar situations to ensure your professional growth and provide successful resolution reinforcement.

Networking Opportunities:

- **Chapters** – Local networking opportunities and a meeting venue in many metropolitan areas.
- **IPMA Talk Live** – Quarterly conference calls covering various managerial topics for non-Business Partner members of the IPMA.
- **Social Networking** – Follow the IPMA on LinkedIn, Facebook, and Twitter for association updates and fun content about the IPMA.
- **Affinity Groups** – Five communities of members who share common interests and join together to network, educate, and share best practices within specific areas of focus. Each affinity group meets quarterly to discuss hot-topics and best practices and to share personal stories.
 - In-House
 - Litigation Support
 - Docketing
 - Intellectual Property
 - New Managers
- **Membership Directory** – Comprehensive, online and fully-searchable, this directory includes all members of the IPMA, including Business Partners.

Professional Development & Educational Resources:

- **Conference & Expo** – Three days of unrivaled educational programming, peer networking, and one-on-one discussions with industry leaders makes the IPMA Annual Conference & Expo the industry's premier event for practice support management professionals.
- **Managerial Skills Seminar** – An interactive seminar designed to develop and refine practical managerial skills. Both new and experienced managers will learn valuable management, team building, and communication skills essential to supervision in a legal organization.
- **Webinars** – Virtual seminars, live and recorded, on selected topics of interest to practice support managers.

Management Resources:

- **www.theipma.org** – Full access to the IPMA website.
- **List of Core Competencies for Paralegal Managers** – A comprehensive list of tasks and basic knowledge competencies necessary for paralegal managers and generally applicable to managers who supervise other practice support professionals.
- **Inspired Leadership** – The IPMA's quarterly online publication is available to IPMA members at no charge featuring management-related articles and articles on current trends and issues in the area of paralegal/practice support management.
- **Articles** – Management-related articles and articles on current trends and issues in the area of paralegal/practice support management.

Legal Industry Resources:

- **Industry & Other Resources** – As part of its efforts to provide resources for members, the IPMA Management Resources Committee reviews and recommends other legal industry and management web resources.
- **Business Partner Directory** – An online directory of companies that are IPMA Business Partner Members that includes descriptions of products and services as well as contact information and a link to each Business Partner's website.
- **Strategic Alliance Partners** – The IPMA maintains relationships with numerous legal, legal management, and paralegal associations, and our website provides links to various law-related associations and information on the involvement of the IPMA (and its members) in the work of the Approval Commission of the American Bar Association's Standing Committee on Paralegals.
- **Position Papers** – Provide background on the position of the IPMA on selected topics of interest primarily related to practice support professionals.

Recruiting & Compensation:

- **Career Center/Job Bank** – A place for posting and finding Practice Support Managers and practice support jobs. This service is open to all regardless of membership in the IPMA, has no charge for job seekers, and is affordable to those who are seeking candidates. IPMA members receive a number of complimentary postings, and non-members may post for a nominal fee.
- **Job Descriptions** – Descriptions, lists of primary duties, and minimum education considered necessary to perform specified management-related jobs. Available to members as a free download from the members-only section of the IPMA website and to non-members at a fee.
- **Annual Compensation Survey for Paralegals/Legal Assistants & Managers** – A comprehensive survey containing data on compensation practices and benefits for paralegals/legal assistants, practice support managers and directors, and other legal support positions. Produced in partnership with ALM Legal Intelligence.