



A Chapter of the Association of Legal Administrators

# General Meeting

**TOPIC: Morale Boosting Tips and Ideas**

As a conductor of your office's orchestra, morale impacts whether employees are in tune with each other, the overall harmony of the group, and how well the audience (client) receives the performance. Please join us as Steve Morris, Office Administrator for Allen Matkins and incoming ALA Region 6 Director, shares no and low cost tips that can maintain or lift morale in your office. Ideas will be discussed on the following topics:

Daily Interactions

Birthdays and Anniversaries

Administrative Professionals Day

Holidays

Themed Events

Surveys & Service Projects

**PRESENTER: Steven Morris, CLM**

Over the past 20 years, Steve Morris has worked for three law firms. His experience includes single office, home office and regional office management. He has been an administrator and ALA member since 1995. Currently, he is the Office Administrator for the San Francisco and Walnut Creek offices of Allen Matkins. Steve has served on many ALA committees and in several board positions including past-president of the Orange County chapter. Steve has been a CLM since 2002, currently serves as Region 6 Projects Officer and is the incoming Region 6 Director.

**Date: Wednesday, February, 24, 2010**

**Time: 11:45 for Networking, Noon for Meeting** (Length of program is one hour)

**Location: Antonello Ristorante**

**3800 South Plaza Drive, Santa Ana, CA 92704 (714) 751-7153**

\$20 for Members / \$30 for Non-Member if check is postmarked by: February, 19, 2010

\$25 for Members / \$35 for Non-Member if check is postmarked after: February, 19, 2010

Phone reservations required ONLY after Month, Day. Call Carolyn France, CLM @ 949-450-4428

Detach at dotted line (48 hour cancellation notice required for refund)

**General Meeting**

**February, 24, 2010**

Mail check to: Carolyn France, CLM / Hodel Briggs Winter LLP / 8105 Irvine Center Drive, Suite 1400, Irvine, CA 92618

Enclosed is my check payable to **OC-ALA** for \$ \_\_\_\_\_  Vegetarian Plate

Name: \_\_\_\_\_

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