

# THE MASTER LAWYER SERIES OF MCLE WORKSHOPS

## FRANK SANITATE ASSOCIATES

### 1. MASTER YOUR PRACTICE

- Time Mastery for Lawyers: Over 100 Ways to Maximize Your Productivity and Satisfaction.....2-3
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**TIME MASTERY FOR LAWYERS TELESEMINARS...Go to [www.qualitytimepros.com](http://www.qualitytimepros.com)**

### MISSION STATEMENT

The mission of Frank Sanitate Associates is to provide exceptional educational workshops which transform people’s relation to work. We enable you to: Work smarter, produce more and, most of all, look forward to going to work every day.

Our goals are: to make a contribution, make a profit and have fun!

# TIME MASTERY FOR LAWYERS

## Over 100 Ways to Maximize Your Productivity and Satisfaction

**NOTE:** You can now also offer this workshop as a **telephone seminar**. Please see the last page of this catalog.

### OBJECTIVES:

This workshop will enable you to:

- Eliminate time stress
- Learn 100 practical ideas
- Balance work life and personal life
- Achieve greater productivity and satisfaction
- Comply with Code of Professional Conduct

**Recommended MCLE Credit:** 6 1/2 hours, including 2 hours ethics

### AGENDA

1. Become accountable for your time
  - Understand where your time goes
  - Where do you want it to go?
2. Create positive attitudes for peace of mind
  - Never again say, "I don't have enough time"
3. Work on what counts rather than what comes up
  - The Doing/Managing ratio
  - Fire clients
  - Control where your time goes
  - Increase income while decreasing hours
4. Delegate – You can do it!
  - Overcome barriers to delegating
  - Your secretary as assistant
  - Using time-saving technology
5. Plan your life
  - Work to live instead of living to work
6. Plan your work
  - Set and stick to priorities
  - Set yearly goals
  - Reduce your work hours: The "Cold Turkey" method
  - Long range planning
7. Ethics: Client-lawyer relationship – Communication
8. Work your plan: Control interruptions
  - Be the master of technology, not the slave
  - Balance being available with getting your planned work done
  - Take a Priority Hour
9. Manage the phone
  - Delegate phone management
  - Set phone appointments
  - Get out of cell hell
10. Get out of E-mail jail
  - The 12 best e-mail practices
11. Communicate proactively with clients and in the office

(Continued)

# TIME MASTERY FOR LAWYERS

## Over 100 Ways to Maximize Your Productivity and Satisfaction (Continued)

12. Eliminate time waste in meetings
13. Get and stay in control of your work
  - Using a simple task management system
  - Daily Planning
  - How to not let anything slip through the cracks
14. Go home satisfied every day
15. Ethics: Client-lawyer relationship – Competence and diligence
16. Get and stay organized
  - Orderly file processing
  - Clear up your piles
  - Overcome indecision: The 3 Minute Rule
  - Handle paper and mail efficiently
17. Handle anxiety
  - The anatomy of anxiety
  - Get control over anxiety
  - How to complete everything
18. Stop procrastinating
  - The Worst First method
  - The Bite the Bullet day
20. Get things done
  - Tackle the “some day,” soft deadline” or tedious projects
  - The 15 Minute Rule
21. Pause for perspective, creativity and well-being
  - Creating creative time
  - The "Do What I Like" Day
  - Take a vacation
22. Foster better time management for the whole office
23. Convert intentions into action
  - The Buddy System

Note: We recommend that each participant receive a copy of Frank Sanitate’s 244 page book ***Don’t Go To Work Unless It’s Fun: State-of-the-Heart Time Management*** at the workshop.

### PARTICIPANT COMMENTS

“This man is so good that it is scary. He has one of the best presentations that I have ever attended. “

“He may have saved my sanity.”

“Good practical ideas for tackling the tasks that keep me from enjoying my days. I am excited about putting this into effect immediately.”

“It is all less random. It can be more fun by being more disciplined.”

“It can be done – an organized, satisfying life.”

“I have been stuck and now can get unstuck.”

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Frank Sanitate or Simon D’Arcy
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# TIME MASTERY FOR LEGAL ASSISTANTS AND SECRETARIES

## Over 100 Ways to Maximize Your Productivity and Satisfaction

**NOTE:** You can now also offer this workshop as a **telephone seminar**. Please see the last page of this catalog.

Lawyers should be in control of their time and give strong, clear direction to their assistants or secretaries. Unfortunately, the opposite is often the case. This workshop will enable support staff to get in control of their own time and help their bosses to do the same. Increased productivity and job satisfaction for both will be the result.

### OBJECTIVES:

This workshop will enable you to:

- Eliminate time stress
- Learn 100 practical ideas
- Balance work life and personal life
- Achieve greater productivity and satisfaction

### AGENDA

1. Become accountable for your time
  - Understand where your time goes
  - Where do you want it to go?
2. Create positive attitudes for peace of mind
  - Never again say, "I don't have enough time"
3. Work on what counts rather than what comes up
  - The Doing/Managing ratio
  - Fire clients
  - Control where your time goes
  - Increase income while decreasing hours
4. Delegate – You can do it!
  - Overcome barriers to delegating
  - The Lawyer-Secretary Team: How To Make Your Boss More Effective**
  - Using time-saving technology
5. Plan your life
  - Work to live instead of living to work
6. Plan your work
  - Set and stick to priorities
  - Set yearly goals
  - Reduce your work hours: The "Cold Turkey" method
  - Long range planning
7. Work your plan: Control interruptions
  - Be the master of technology, not the slave
  - Balance being available with getting your planned work done
  - Take a Priority Hour
8. Manage the phone
  - How To Reduce Your Boss' Phone Time And Better Manage Your Own**
  - Set phone appointments
  - Get out of cell hell
9. Get out of E-mail jail
  - The 12 best e-mail practices
10. Get and stay in control of your work
  - Using a simple task management system
  - Daily Planning
  - How to not let anything slip through the cracks

(Continued)

# TIME MASTERY FOR LEGAL ASSISTANTS AND SECRETARIES

## Over 100 Ways to Maximize Your Productivity and Satisfaction (Continued)

11. Go home satisfied every day
12. Communicate proactively with clients and in the office
  - **Improving Communication With Your Boss**
13. Eliminate time waste in meetings
14. Get and stay organized
  - Orderly file processing
  - Clear up your piles
  - Overcome indecision: The 3 Minute Rule
  - Handle paper and mail efficiently
15. Handle anxiety
  - The anatomy of anxiety
  - Get control over anxiety
  - How to complete everything
16. Stop procrastinating
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  - The Bite the Bullet day
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18. Pause for perspective, creativity and well-being
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  - Take a vacation
19. Foster better time management for the whole office
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### PARTICIPANT COMMENTS

“This man is so good that it is scary. He has one of the best presentations that I have ever attended. “  
 “He may have saved my sanity.”  
 “Good practical ideas for tackling the tasks that keep me from enjoying my days. I am excited about putting this into effect immediately.”  
 “It is all less random. It can be more fun by being more disciplined.”  
 “It can be done – an organized, satisfying life.”  
 “I have been stuck and now can get unstuck.”

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Frank Sanitate or Simon D’Arcy
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# WORKING WITH DIFFICULT PEOPLE: HOW TO COMMUNICATE WITH JUDGES, CLIENTS AND OTHER LAWYERS

Some people in the legal arena can be hard to work with - attorneys on the other side of a matter, clients, witnesses, opposing parties, senior partners, judges or your own staff. People working in the law get challenged by difficult behaviors daily.

When communications break down, your chances of getting favorable results goes down, **and stress goes up**. A one-day workshop with this national presenter will help you master proven strategies for getting the results you want with difficult people - and **with far less stress**.

**Recommended MCLE Credit:** 6 1/2 hours

## Objectives

The workshop will enable you to:

- Improve communications with everyone you deal with
- Reduce your stress in difficult communications

## Agenda

### • Recognize and respond to people's different communication styles.

Using a proven behavioral model as a foundation, you will become more proficient at identifying the four basic communication styles. Then you will practice specific strategies for adjusting your approach, delivery and content in order to gain more commitment and cooperation.

### • Avoid the common communication mistakes that make things worse

Very often, your "knee-jerk" reaction is not the best one. Discover which of your reactions will escalate, and which will help alleviate a spiraling conflict.

### • Producing results with judges, clients and other lawyers

Avoid falling into the trap of "taking it personally". Learn to separate the key components of conflicts - people, behavior and problems - and to communicate on a level that produces results.

### • How to handle the domineering client, lawyer or boss

In the face of a tank, most people either stay and fight or retreat – both of which prove to be unproductive. Learn and practice how to hold your ground and command respect when things heat up.

## PARTICIPANT COMMENTS

"One of the best instructors I have had in 18 years in this profession! He used his time wisely, did a great job engaging the group and was very knowledgeable about the topic."

"Great course! I learned a lot of practical information today – this is one of the best courses I have taken this year."

"Simon was a great speaker who interacted well with the students. I came away with a renewed interest in correcting a situation at work – and the skills to do it. Thank you."

"Awesome class!"

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Simon D'Arcy
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# A Lawyer's Guide for Moving from Adversarial to Amicable Outcomes in Any Communication

Gandhi once said, "The true function of a lawyer is to unite parties riven asunder." How far that thought seems from the daily lives of many lawyers! The question is, are you willing to take steps to bring your practice and life back to that ideal?

In this workshop you will learn and begin to practice the techniques of Nonviolent Communication, which has been used for the last thirty years to successfully resolve disputes between Israelis and Palestinians, in South Africa, Bosnia, Rwanda and other global hotspots. However, these techniques are practical, learnable and proven in daily life. One attorney says, "This training incorporates all the basic tenets of mediation and ties together the concepts of all the psychological masters."

**Recommended MCLE Credit:** 6 1/2 hours, including 1 hour of ethics

## Objectives

This workshop will enable you to:

- Read the signs for unproductive communications
- Clear underlying emotional issues
- Recognize and cut through static to get to the real issues at stake
- Overcome resistance, antagonism and recalcitrance
- Establish mutual respect
- Greatly increase willingness to cooperate
- Create the capacity to be heard by others
- Comply with the State Code of Professional Conduct

## Major Topics

- The Principles of Conflict Resolution
- The Process of Nonviolent Communication in Legal Communications
  - The Four Stages in the Communication Process
  - How to distinguish facts, feelings, needs and wants
  - How to cut short dead-end communication
  - Detect and respond to signs of escalation of conflict in yourself and others
  - Recognize and advocate a stopping point when things will only get worse
  - Use language that awakens good will rather than escalates bad will
  - How to get what you want
  - How to enable all parties to get what they want
- Practical Applications (To be drawn from needs of participants)
  - Some of the participant needs covered in the past were: Mediating amicable divorces, negotiating fair settlements and contract disputes, resolving in-firm and attorney-client conflicts

Note: This should qualify for one hour of **Ethics** credit.

## PARTICIPANT COMMENTS

"Fantastic! I see this approach as a wonderful method that is as applicable to spousal disputes, family relationships as to the business world. I see businesses with extremely high turnover of employees because such businesses do not practice this method! They skip the method to "save" time and exhaust time and lose energy and fail to conserve resources."

"I thought this program was great. I can definitely see the practical application of the technique in many aspects of my life. Mr. Rubio was an excellent speaker and presenter"

"Wonderful program. I did not expect this seminar to actually deal with emotional intelligence—something attorneys typically lack.

"Finally a *human* seminar that's not touchy-feely. I thought this was very useful."

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Jorge Rubio-Vollert
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# EFFECTIVE WRITING FOR LAWYERS: SIMPLIFY THE PROCESS; SIMPLIFY THE PRODUCT; MANAGE EMAIL

Clarity, simplicity, and getting to the point not only make your writing more effective; they also create a context for you to operate out of. This workshop will not only train you to write clearly; it will also train you to think clearly.

This workshop will help lawyers to break through writing barriers and give them practical help in communicating clearly and effectively on paper or computer. In it you will analyze writing samples to see how effective they are, and you will practice specific skills which will make you a better writer.

**Recommended MCLE Credit:** 6 1/2 hours

**OBJECTIVES:** This workshop will help you to:

- ❖ Write efficiently and enjoy the writing process
- ❖ Organize your writing to have the effect you want it to have
- ❖ Identify and use brief, simple and forceful language
- ❖ Manage the reading and writing of Email

## MAJOR TOPICS:

1. Write For Yourself
  - How to get an intelligent start
  - How to get ideas on paper easily
  - How to overcome writing procrastination
  - How to use your left and right brain in writing
  - How to use writing as a tool for creativity
2. Write For Your Reader
  - How to get to the point
  - How to account for your ideas
  - How to show your reader your organization
  - How to close appropriately
3. Use Language That Makes A Difference
  - How to be brief by eliminating useless words
  - How to be simple by eliminating stuffy words
  - How to be forceful by eliminating lifeless words
  - How to lower your "Fog Index"
4. Manage Email
  - How to write effective Email
  - The 12 best practices for handling Email efficiently

## PARTICIPANT COMMENTS

"You are very insightful and enlightening! I look forward to reading your book! Thank you!"  
"Great class with practical ideas that I can implement. Frank keeps your attention."  
"The exercises and group discussions were great!"

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Frank Sanitate
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# SECURITIES INVESTING FOR LAWYERS MANAGING ASSETS FOR YOUR CLIENTS, YOUR FIRM AND YOURSELF

***"The market, like the lord, helps those who help themselves. But, unlike the lord, the market does not forgive those who know not what they do."*** - Warren Buffet

This workshop will give you a better understanding of how "Wall Street" works. It includes not only theories of analysis and fiduciary standards, but also performance measurement practices, and other practical knowledge. The syllabus remains the same, but the content changes with the times. It is taught by a pro who has been a lawyer, stockbroker, Registered Investment Advisor and a trust portfolio manager whose portfolio responsibilities exceeded \$145 million dollars. He has been teaching and writing about Wall Street since 1979. His last book is *Terror-Proof Your Mind and Money* written with Jonathan Robinson, published in 2004. His next book is on precious metals.

**Recommended MCLE Credit:** 6 1/2 hours

**OBJECTIVES:** At the end of this workshop, you will be able to:

- Better understand the securities industry and securities investments
- Better evaluate an outside money manager's performance
- Better manage firm assets in a fiduciary capacity
- Better manage your own equity and commodity assets more successfully

## **MAJOR TOPICS:**

1. Developing a Financial Plan: Income, Goals, Assets, Objectives, Risk Tolerance
2. Learning the Subject Matter of Securities Investing:
  - o Wall Street: the industry, its terminology and concepts
  - o Books and the web methods to learn about securities
  - o Asset allocation and Diversification
  - o Indexing a portfolio
3. Finding Investment Ideas, which are everywhere
4. Analysis of Investment Ideas, the heart of investing:
  - o Types of Analysis
    - Fundamental Analysis
    - Technical Analysis
    - Modern Portfolio Theory
    - Warren Buffet's method - Growth at a Reasonable Price
  - o Personality management (The Psychology Part)
  - o Standards of Prudence - trusts and pensions
    - Participant education issues under ERISA Section 404(c)
    - Prudent investor requirements for annual reviews
    - Macro Analysis and Risks in today's markets
    - Are commodities and precious metals suitable for portfolios?
5. Implementation of Your Investment Ideas, other than yourself:  
Money Managers: Mutual funds, stockbrokers, Registered Investment Advisors, trust departments and companies, private partnerships, hedge funds

CFA guidelines for measuring RIA performance  
The drag of managers' fees and transaction costs

- continued

# SECURITIES INVESTING FOR LAWYERS MANAGING ASSETS FOR YOUR CLIENTS, YOUR FIRM AND YOURSELF (Continued)

## Mutual Funds:

- Basics of mutual funds - diversification and professional management
- The Mythology of "track record" and "Stars"
- Selection and performance of various types of funds, including index funds

## Stockbrokers, RIAs, Trust Departments and Companies

- Stockbrokers: How to find and hire one
- Registered Investment Advisors (RIAs): the high life
- Trust Depts & Cos: Common trust funds and the new sales culture
- Arbitration of disputes in the brokerage industry

## 6. Monitoring a Portfolio

- When Should You Sell? Tactics and Tips

## 7. Performance Measurement Formula and Paperwork

## 8. Conclusions and Additional Investment Knowledge

- John Templeton's conclusion: "Buy Bargains"
- Keeping an investment diary, your "Keeper Notes" page

***"Predictions are dangerous, especially about the future."*** - Samuel Goldwyn

***NOTE: This is an intermediate workshop, but includes basic and advanced information.***

## PARTICIPANT COMMENTS

"Speaker was very knowledgeable and enthusiastic about the subject and was willing to make sure that all attendees actually learned and took away something."

"Mike was great – very strong in expertise. Able to keep students engaged; very different perspective – really helps change how one might respond to investing."

"As good a course and presenter as I've had in a long time."

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Mike McGowan
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# How to Be Seriously Ethical and an Effective Lawyer: Finding Renewed Meaning in the Practice of Law

Are you like many attorneys who feel tired and are somewhat discouraged because the practice of law is not what you had expected? Why is there such discontent within the legal profession? This workshop will give you a refreshing look at ethics, your firm and yourself. It will also give you 4 immediately useable tools for creating a renewed and ethical firm and self.

**Recommended MCLE Credit:** 6 1/2 hours, including 2 hour of ethics

## Objectives

This workshop will enable you to:

- Better organize you practice and your life in an integrated and purposeful manner (whether in a law firm or corporate setting)
- Develop common goals, greater consensus and cooperation in your organization
- Resolve complex conflicts and thorny issues quickly
- Improve firm wellness
- Link State Rules of Professional Conduct to personal and firm ethics

## Major Topics

- The four tools of renewal:**
  - Understanding and creating a 1) **Personal Mission Statement**
  - Discovering and using your 2) **Core Values** to achieve your mission
  - Linking legal and personal ethics
  - Developing an individual 3) **Decision Model**
    - o resolve complex conflicts
    - o restructure meetings for greater participation and buy-in
    - o reduce tension and allow for creative resolution
  - Developing and using a 4) **Values Audit**
    - o Use ethics proactively to create firm wellness
    - o Create better communication and decision-making
    - o Create collegiality, leadership and buy-in
- Understanding how the core Ethics of the State Code of Professional Conduct integrate these four tools**

**Note:** Includes at least **three hour ethics** credit for most states.

## PARTICIPANT COMMENTS

“Best class I’ve ever attended.”

“This seminar greatly exceeded my expectations. It was presented in a thought-provoking way, with details on how to apply it in the future. This is probably the best seminar I have ever attended.”

“He did a great job. Made my once every three years exposure to ethics far more interesting than in the past.”

“Thanks. A great opportunity to focus my energies in the direction I want to go in.”

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Arthur Gross-Schaefer
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# Reduce Stress, Increase Life Balance and Avoid Substance Abuse

Due to the constant stress of a fast paced life, overwork, and family demands, it's easy to feel one's life is out of balance. In this seminar, you'll learn how to quickly get back to balance and relaxation when things get too hectic and chaotic. We'll also discuss ineffective ways to cope with stress, including how to avoid or free yourself from harmful addictions—such as illegal drugs and alcohol. By learning key methods for staying true to a balanced and healthy lifestyle, you'll be able to achieve more success with less stress.

**Recommended MCLE Credit:** 6 1/2 hours, including 1 hour of ethics, 1/2 hour substance abuse prevention

**OBJECTIVES:**

This workshop will enable you to:

- Understand and achieve your real priorities – in work and life
- Increase relaxation without decreasing productivity
- Avoid or become free of harmful addictions such as alcohol or drug abuse
- Create a lifestyle that is both productive and sustainable for you and your staff
- Help you and your employees to achieve more by eliminating harmful behaviors

**MAJOR TOPICS:**

- **Exploring Balance**
  1. How modern day life pulls people off balance, and how you can compensate.
  2. Why people get burned out, and how you can avoid it.
  3. How to overcome excuses that lead us to get out of balance
  4. The three skills you need to learn to enjoy long term balance and more success
- **Reducing Stress**
  1. How to reduce stress hormone levels in 60 seconds
  2. Danger signs of too much stress and what you can do about them
  3. What stress is, why it reduces productivity, and how to change behaviors that lead to more stress
  4. How to create a realistic plan for combating daily stress
- **Avoiding Substance Abuse**
  1. The costs of substance abuse to you, your firm, and society
  2. How to recognize a substance abuse problem in you or others
  3. Effective methods for self treatment to avoid a problem
  4. Effective methods for professional treatment once there is a substance abuse problem

**Note:** Includes at least **one hour ethics** credit for most states.

**PARTICIPANT COMMENTS**

“This gentleman is one whose courses I would attend any time they are offered. Bring him back!”  
 “Another wonderful class with Jonathan!”  
 “Excellent speaker – amazingly knowledgeable in personal growth.”  
 “Speaker is very effective and believes/lives what he teaches.”

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Jonathan Robinson
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# DON'T GO TO WORK UNLESS IT'S FUN! HOW LAWYERS CAN BECOME HAPPIER AND MORE PRODUCTIVE

**OBJECTIVES:** This workshop will enable you to:

- ❖ Understand and overcome the barriers to fully enjoying your work
- ❖ Become more productive in your work
- ❖ Create an organization where everyone looks forward to coming to work every day
- ❖ Have fun

**MAJOR TOPICS:**

- How To Change the Negatives about Work
- The Seven Work Miracles
- How to Change Your Life
- Moving From "Victim" To "Master" Mentality
- Creating The Path To Having Work Be Fun
- How to Deal with "Not Enough Time"
- Become Technology's Master, Not Its Servant
- The Uses Of Fantasy: What Do You Want To Be When You Grow Up?
- The Nobility Of Lawyers
- The Five Satisfaction Principles
- How To Get What You Want: Creating Clear Communication
- How To Say "No"
- Three Simple Staff Motivation Techniques
- Creating a "Satisfaction Policy"

Note: We recommend that each participant receive a copy of Frank Sanitate's 244 page book *Don't Go To Work Unless It's Fun: State-of-the-Heart Time Management* at the workshop.

**PARTICIPANT COMMENTS**

"Makes me step back to think/consider what and why I do what I do and whether I want to change."

"Very informative session."

"Course content was a challenge to address workplace/life issues that create dissatisfaction and to implement actions. Aimed at dealing with these issues – a day well spent."

<b>LENGTH</b>	1 Day	<b>INSTRUCTOR:</b>	Frank Sanitate
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# Biographies of Workshop Leaders

## **FRANK SANITATE**

Frank Sanitate is president of Frank Sanitate Associates, which he established in 1977. He and his firm develop and present transformational workshops for professionals. He has taught tens of thousands of lawyers and other professionals over the past three decades. He has presented his workshops in every state and province in North America.

He has published **Don't Go To Work Unless It's Fun: State of the Heart Time Management** and **Beyond Organized Religion**. He graduated from Catholic University of America, Cum Laude, with a BA in English. He has an MBA from Florida Atlantic University. A lawyer who recently participated in his Time Mastery for Lawyers workshop commented: "He may have saved my sanity!"

## **SIMON D'ARCY**

Simon D'Arcy is an Associate with Frank Sanitate Associates. Since 1989 he has motivated thousands of people to achieve greater personal and professional success. He has developed and delivered cutting edge training programs that emphasize leadership, interpersonal communication, corporate culture change, teamwork, and personal accountability to improve individual and organizational performance and profitability. He travels internationally, working with Fortune 500 companies and speaking to executives, managers, and employees from such prominent corporations as ARCO, BankOne, BellSouth, CIBA Vision, Merrill Lynch, and UPS. He has worked with over 20 state and provincial bar and accounting associations in the U.S. and Canada. He has a BA from UC- Santa Barbara.

## **ARTHUR GROSS-SCHAEFER, JD, CPA, MHL, Rabbi**

Arthur Gross-Schaefer is an Associate with Frank Sanitate Associates. He is an attorney, a Professor, a Certified Public Accountant and a Rabbi. He has been a professor of business law and ethics at Loyola Marymount University for the past twenty-three years and is currently the chair of the department. He has received numerous teaching awards and was recently honored as professor of the year for the university. He has written and spoken extensively in areas of ethics (personal, professional, business, legal, medical, profit and non-profit organizations), conflict resolution, diversity, labor law, sexual harassment and issues of separation of church and state.

He is also consultant to law firms on issues of balance, to the California State Library on immigrant education and to school boards on issues of religion in the public school.

## **MICHAEL MCGOWAN, JD, CFP**

Michael McGowan, JD, CFP, is an Associate with Frank Sanitate Associates. He has been a stockbroker, lawyer and a trust department portfolio manager whose portfolio responsibilities exceeded \$145 million. He has chaired arbitrations for the National Association of Securities Dealers (NASD) since 1988. He also has written Personal Finance columns for the ABA Journal. Mike brings with him over 25 years of investment business experience.

## **JONATHAN ROBINSON**

Jonathan Robinson is an Associate with Frank Sanitate Associates. He is a psychotherapist, author, and professional speaker. He was Clinical Director for the Southern California Council for Alcohol and Drug Abuse. Jonathan has reached over one million people around the world with his practical methods, and his work has been translated into 47 languages. Mr. Robinson has appeared on the Oprah Winfrey and other TV talk shows, CNN, and CNBC. Among his books are: *Shortcuts to Bliss*, *Instant Insight: 200 Ways to Create the Life You Really Want* and *Communication Miracles for Couples*. His specialty is teaching people simple techniques that can have a profound impact on the quality of their life. He has an M.A. and an M.F.C.C.

## **JORGE RUBIO-VOLLERT**

Jorge Rubio-Vollert is an Associate with Frank Sanitate Associates. He is a Certified Nonviolent Communication Trainer and Director of the Latin American Project of the Center for Nonviolent Communication. He has extensive international experience as a workshop facilitator and mediator for businesses, government institutions and individuals in the United States, Colombia, Spain and Sweden. He has taught for many state Bar Associations over the past few years.