

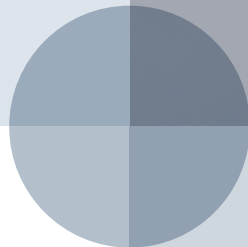
# Leadership & Professional Development Programs

JAMES D. THOMAS CONSULTING CO.

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# James D. Thomas

Jim has over thirty years of experience as a leader and mentor. Jim serves as a leadership and professional development consultant and presenter. In this role, he regularly speaks, consults, and coaches other professionals within and outside the legal field for fee-based engagements. Jim is also an Adjunct Professor at the Michael E. Moritz College of Law at The Ohio State University, teaching an upper-level class entitled, "Lawyers as Leaders."

Jim maintains a limited legal practice with an emphasis on special appointments (e.g., special master), arbitration matters, mediation, and private judging engagements. In addition, Jim represents a limited number of clients on litigation advisory matters and senior-level principals on business formations and third-party contractual service agreements. He is licensed to practice law in Ohio and Florida.

Jim is a former United States Magistrate Judge. Jim was a litigation partner at Vorys, Sater, Seymour and Pease LLP in Columbus, Ohio from 2014 to 2018 before setting out on his own. Prior to joining Vorys, Jim was a litigation partner with Squire Sanders, now Squire Patton Boggs, where he was the Practice Group Leader for the Global Litigation Group responsible for over 250 professionals around the world and the group's overall leadership, management, and profitability. In connection with that role, he moved from the firm's Cleveland office to its Miami office. During most of his career, his focus was on large-scale litigation commercial cases, including restructuring matters, contract claims, and matters alleging fraudulent activity.

Jim graduated from the University of Toledo College of Law in 1987, where he served as Editor-in-Chief of the Law Review. After clerking for United States District Judge David D. Dowd, Jr., United States District Court for the Northern District of Ohio, Jim began his professional career with Squire Sanders in 1989 as an Associate in the firm's Columbus office.

## Popular Programs

### Leadership Principles

#### *Conceptual & Practical*

- Customized content to specific audience or topic area
- Two day program with day one participant dinner to facilitate team building
- Interactive, small breakout and group discussions, and use of case studies
- Generally limited to 20 to 30 participants to foster interactive discussions

### Meetings & Presentations

#### *Planning & Execution*

- One to one and a half hour program

### Time Management

#### *Goal Setting*

- Two to three hour program
- Ethics and professionalism optional

### Leaders & Difficult Conversations

#### *Tactical & Practical*

- Two to two and a half hour program
- Small group breakout and group discussions
- Limited to 20 to 30 participants



# Leadership Principles



## Conceptual & Practical

This leadership program offers a mix of conceptual and practical leadership components. On the conceptual side, the program includes sessions focused on leadership principles including effective leadership skills, development, and managing oneself. On the specific, tactical side, the program includes sessions focused on time management, managing and leading meetings, and difficult conversations.

This program is not designed to address internal advancement or leadership roles in a professional service firm, but rather focuses on the broader leadership attributes that one might expect from a leader in any industry or context. This same program template also serves as the basis for a leadership development program for other professionals outside the professional service firm environment. Individual professional coaching is also available.

- Two day program limited to 20 to 30 participants
- Pre-program reading and preparation required
- Delivered through the use of multiple interactive sessions with the facilitator, case studies and group discussion
- Customized content includes pre-program consultation with the client and selection of program content from existing portfolio, as well as development of client-specific topic areas
- Dinner/social event after day one to better enhance team building and networking

*“I have benefited professionally from one-on-one leadership development training with [Jim]. [His] style, content and tailored approach to his craft are reflective of his personal character and work ethic.”*

## Sample Agenda

1

### Day One



- Opening Session
- Session I – Leadership Principles
- Lunch
- Session II – Case Study
- Break
- Session III – "Managing Oneself"
- Team Dinner/Social Event

2

### Day Two



- Session IV – Case Study II
- Break
- Session V – Conceptual to Specific (including Difficult Conversations)
- Session VI – Meetings and Presentations
- Lunch
- Session VII – Time Management
- Break
- Closing Session

# Time Management



## Ethics & Professionalism (optional)

This program is designed as a two or three hour continuing legal education program including ethics and professionalism credits. It has been presented as a stand-alone “open” CLE program and as an “in house” company-sponsored program limited to the sponsor’s employees and professionals. This program and variations of it have been previously approved for general, professionalism and ethics CLE credits in Arizona, California, Florida, Illinois, New York, Ohio, Texas and Washington.

The overall program format includes a discussion of the tools for managing the professional and ethical obligations of lawyers in a world of increasing demands on a person’s time. It also emphasizes the point that proper time management is not only an essential business tool, but for lawyers, it is a professional and ethical obligation.

While initially designed for lawyer continuing education credit, it is equally applicable and has been presented to other groups as it provides practical tips to manage day-to-day work flow, to achieve short-term and long-term goals, and to deal with the most frequent time-killers, including email. The program also includes a discussion that transitions from the time management specific discussion to the broader, more difficult challenge of managing a person’s available time with competing client demands and other professional and personal goals.



## Sample Agenda

1

Program Overview  
Ethics & Professionalism  
Application of Principles



- Theory
- Email
- Telephones
- Meetings
- To Do List
- Calendars
- Project Management
- Delegation
- Procrastination

2

Professionalism



- Goal Setting
- Profiles

3

Closing





# Meetings & Presentations



## Planning & Execution

This leadership program is designed for anyone responsible for planning and leading meetings and presentations for professional teams, whether they are “standing” weekly or monthly meetings or one-time strategic sessions.

The program also has application for those who regularly attend and participate in such meetings. Similar to the Leadership Principles program, this program includes a conceptual component as well as specific tactical and practical guidance.

This program, in its basic form, is a one hour session but can be modified and customized as needed.

*“I fall in the category of non-lawyer, so I can attest that his techniques [and] principles apply to all folks, regardless of background and career pursuit.”*

## Sample Agenda

1

### Foundational Principles



- Purpose
  - Informational
  - Strategic
- Theme
- Agendas
  - Purpose
  - Development Time

2

### Planning and Implementation



- Timelines
- “Buy-In”
- Communication/Advance Reading
- Logistics/Technology

3

### “Showtime”



- Tools
  - PowerPoint
  - Technology
- How to Facilitate – “Nuts & Bolts”
  - “Active Management”
  - “The Usual Suspects”
  - “Giving Up the Microphone”

4

### Follow Up



- “Meeting Euphoria”
- Assignments

5

### Meetings – Individuals



# Leaders & Difficult Conversations



## Tactical & Practical

This leadership program is designed to offer specific, tactical and practical guidance for dealing with “difficult conversations” along the complete spectrum, from performance improvement to termination.

While having to deliver difficult messages is one of the most unpleasant parts of the job for anyone in a leadership position or assigned to lead a project or a subset of a project, everyone in the professional setting has come into contact with this type of situation either directly or indirectly.



Over the course of Jim’s career, he has committed himself to handling those conversations in such a way that is intended to preserve the relationship and dignity of the recipient without diluting the content of the message. His experience in this area is deep and he will share his real life and concrete tips for others to consider and build upon.

- Limited to 20 to 30 participants
- The program can be reconfigured for larger groups but it would lose the small group participation component
- Delivered through the use of interactive discussion, case studies, small group activities, breakout and group discussion

## Sample Agenda

1

### Opening Session



#### Interactive Lecture I

- “Prompts & Purpose”
- “Planning & Logistics”
- “Delivery”
- “Next Steps”

2

### Case Studies – Small Groups

### Case Studies – Group Discussion



#### Interactive Lecture II

- Mini Case Studies – additional fact-based scenarios for group discussion and consideration
- “Turning the Table” – difficult feedback from team member to leaders

3

### Closing





# Our Team



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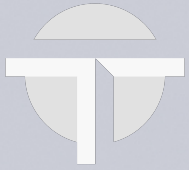
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