

# Department Onboarding Website

## Company Overview

Business & Global Functions

Executive Bios

History

## Department Overview

Department Structure

Policies & Procedures

Strategy & Priorities

## Learning & Development

Experienced Attorney

Non-Attorney

Education, Skill Development & CLE

First Year Attorney

Skill Development & Education

- Education & Training
- Core Curricula
  - Targeted Curricula
  - Soft Skills
  - Practical Skills
  - Practical Experience

## Tools

Applications

Acronyms

IT & HR Help Desks

# New Attorney Education and Training

## Targeted Education

## Core Education

### Basic

- Ethics & Compliance
- Corporate Securities, M&A
- Litigation
- Intellectual Property
- Commercial & Antitrust
- Labor & Employment

### Soft Skills

- Clear, Effective Writing & Contract Drafting
- Basic Negotiation Skills
- Speaking and Oral Presentations
- Succeeding in a High Performance Environment
- Adding Value; Solution-Focused Counseling
- Understanding the Basics of Finance and Accounting
- Developing Business Judgment

### Practical Experience

- Research and writing
- Contract drafting and negotiation
- Due diligence
- Participate in an investigation
- Document production
- Attend depositions
- Courtroom experience
- Government Affairs Project
- Day with sales rep
- Presentation to Executive and Staff

- Advanced curricula developed by each Practice Group
- To be mastered by all attorneys within the group

## Mentoring & Oversight

### New Attorney Program Manager

- Provide counseling and support on managing workload, relationship building, collaboration with clients and colleagues, communications, risk assessment, negotiation, and other areas of legal practice
- Ensure that new attorney is fully engaged in the Program
- Work with PG Managers and Supervising Managers to ensure that Practical Experiences are created and assigned
- Work with Outside Counsel Partners to create larger inventory of practical experiences
- Coordinate critique of practical experience work by appropriate reviewers
- Help on-going integration and orientation; answer questions and concerns

### Supervising Manager

- Assist integration of new attorneys within the Practice Group (PG)
- Explain PG attorney roles and responsibilities
- Determine client responsibilities and method for assigning work
- Link new attorneys to key PG clients
- Explain how personnel within Legal are compensated, reviewed, developed, promoted
- Set performance expectations, goals and results
- Provide regular performance feedback and end of year review
- Help new attorney set development goals; discuss on regular basis
- Explain other aspects of the Manager-Contributor relationship
- Work with Coordinating Manager to assure deployment of Practical Experiences
- Monitor progress on Practical Experiences
- Oversee work; provide feedback; solicit feedback from others assigning work