



## New course for 2014 - How to Excel as an In-house Lawyer

### Benefits

This 2-day course provides in-house Lawyers with vital comprehensive practical tools and techniques in managing and developing themselves to excel in their role. They will be able to build highly effective holistic relationships to deliver integral legal services to the business; build trust and rapport with both their colleagues and team members.

### Outline of Training Day 1

1. Effective internal relationship within the legal team
  - a. Different roles of an in-house lawyer
  - b. Vision and mission of high performance teams
  - c. Understanding team roles
  - d. Team competencies and KPI's
  - e. How to give motivating feedback to excel and receive feedback for continuous improvement
  
2. Effective internal relationship with the business
  - a. Communication including active listening
  - b. Understanding the business
  - c. Building working relationships at all levels
  - d. Communication and relationship competencies
  - e. Effective networking within your organisation and how to raise the profile of you and your teams
  - f. Becoming a trusted adviser
  - g. Chapter 1 Code of Conduct
  
3. Effective relationship management with External Lawyers after Panel Selection
  - a. Change management – pitfalls and best practice
  - b. Building and maintaining good working relationships
  - c. Current Trends
  - d. Managing Budgets
  - e. How to obtain added value out of legal costs and from the relationship



## Outline of Training Day 2

1. Review of Learning and action plans
2. Time Management
  - a. Core Planning Principles & best practice techniques
  - b. Delegation and negotiation
  - c. The role of IT to support effective use of time
  - d. How to make meetings more efficient
3. Self Management
  - a. How to be assertive and deal with difficult people effectively
  - b. Influencing skills to build rapport and trust
  - c. Motivation v inspiration
  - d. How to present with impact
  - e. How to excel at project management

These course also contain

- Case Study (s) & interactive exercises
- Personal/team action plan(s)
- Electronic copies of power point slides and notes
- Email coaching support between the two courses

**For More Information Please Contact Ann Page via Email at  
[ann@managingexternallegalresources.com](mailto:ann@managingexternallegalresources.com)**