



Training for New Lawyers: ***The Skills to Succeed in a Law Firm Environment***

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The Student Survey

- **purpose to student**
- **purpose to firm supervisors**
- **set forth potential in 5 areas:**
 - Self-esteem
 - Understanding of the law firm as a business
 - Communication Skills
 - Openness to new skill development
 - Managing expectations

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The Five Steps of Success

- **Personal Assessment**
- **Communication**
- **Dealing with the internal client**
- **Understand the firm as a business**
- **New skill development**

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Personal Assessment

- The imperative drill
- Dress for success
- Posture
- Peer test
- Do I pass workplace expectations?

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Communication

STUDIES HAVE SHOWN THAT

- 7% of what is communicated is done in words
- 28% with tone of voice
- 55% with nonverbal clues
- Telephone conversations—
18% words
82% in tone

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Communication - Body Language!



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Communication

- Intergenerational differences
- Technology differences
- Cultural differences
- Communication details
- Handling conflict
- Listening

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Dealing with the Internal Client

- Who are we talking about?
- Why are they important to your career?
- Why they are important to forming a strong coalition?
- How they can hinder your success?

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Understand the Firm as a Business

- Necessity to work as a team
- The law firm as a business – money in money out
- The firm's assets – how they can contribute to the firm's success

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New Skill Development

- The necessity to seek out new skills
- Invest in self-improvement activities
- The value of biographies
- Be attentive to other's success

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The Brass Ring:

BECOMING PARTNER

- Become the best legal technician
- What *it means* to be a "rainmaker"?
- What *it takes* to be a "rainmaker"?
- The importance to building a book of business
- Seek out and build the skills!

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