

Understanding Your New Assignment

Before you leave the assigning attorney's office you should know as much as you can about expectations, the task at hand and any relevant case facts or deal history.

Below are guidelines for mastering the basics of your assignment:

- Matter/Project
- Planning your Work
- Managing Expectations
- Before Turning in Assignment

MATTER/PROJECT

MEET WITH ASSIGNING ATTORNEY TO:

- Identify the Firm's client, and names of all relevant individuals and parties, including the opposing counsel.
- Obtain the client and matter number for billing purposes.
- Ask basic questions about the bigger picture for context:
 - What circumstances lead up to the current status of the deal or issue?
 - How does your assignment contribute to the overall goals of the deal or litigation?
 - What is the desired outcome of the deal or case?
- Discuss the expectation of how long the assignment should take.
- Identify the due date for your final product, as well as any interim check-in expectations:
 - Would the assigning attorney like an oral report of your preliminary findings after a certain period of time, or before you commit the results to paper?
 - Does he or she expect to see a first draft of your memorandum in advance of the final due date?
- Clarify the format your final product should take:
 - Bulleted findings?
 - Formal memorandum?
 - Oral report?
- Establish the proper method for submitting results to the assigning attorney; should you:
 - E-mail results?
 - Print written results and send via interoffice mail?
 - Make an appointment to have a face-to-face discussion?
 - Ask about LexisNexis or Westlaw usage and whether there are limitations.

PLANNING YOUR WORK

- Review your assigned task.
- Adhere to the timeline/deadline, create a list or plan for developing your work product.
- Identify any potential issues that could impact your ability to complete your task in the allotted time and discuss with assigning attorney. (For example: competing work assignments or training commitments).

MANAGING EXPECTATIONS

- Review your progress, upcoming tasks and deadlines and variances between time allotted for your work and time actually spent.
- Keep the assigning attorney informed of your progress.
- If a task is not proceeding as expected— for example if research is not yielding results, or if it is taking more time, or if the law is different than presumed—bring it to the attention of the assigning attorney and discuss how to handle.
- Under the direction of the assigning attorney, re-prioritize tasks as circumstances change.

BEFORE TURNING IN ASSIGNMENT

- Review the basic assignment to be sure that you have addressed all angles.
- Proofread
- Spell-check
- Consider reviewing your work with one of your coordinating lawyers to get feedback.



The Feedback Discussion: Soliciting, Receiving and Implementing

Wednesday, June 17, 2015

5:00 - 6:00pm BST | 12:00 - 1:00pm EDT | 11:00am - 12:00pm CDT | 9:00 - 10:00am PDT

This Critical Skills Institute session for summer associates will focus on feedback – soliciting, receiving and implementing. The panel of associates will draw from their personal experiences as well as answer your questions. The discussion will specifically address informal feedback and tips on:

- Capitalizing on opportunities to solicit feedback
- Generating a constructive dialogue while receiving feedback
- Implementing feedback to enhance professional development

Additionally, Carrie Marker, Associate Development Counselor, will give an overview of career counseling at Dechert.

Food and beverages will be served. For questions about this session, please contact [Molly Peckman](#).

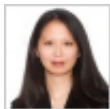
Panelists



Chip Boisvert
Complex Commercial Litigation,
Philadelphia



Phil Hinkle
Financial Services, Washington, D.C.



Angela Liu
White Collar and Securities Litigation,
Chicago



Kate Mylod
Finance and Real Estate, Hartford



Lily North
Complex Commercial Litigation,
San Francisco

Where

The presentation will be live in the **Chicago, Hartford, Philadelphia, San Francisco** and **Washington, D.C.** offices and broadcast via videoconference to the following offices:

Austin - Room A | Boston - 400 C | Charlotte - Blue Ridge | Chicago - Room 2 | Hartford - Room B | London - Room 10 | Los Angeles - Room 1 | New York - 28 K | Philadelphia - 21-7 | San Francisco - Golden | Silicon Valley - Tahoe | Washington, D.C. - 13A



Critical Skills Institute Feedback - Research Memos and Briefs: A Focus on Writing

1. Office:

-- Please Select -- ▼

2. How relevant was the information presented in this training session to your development?

- ☐ Extremely relevant
 - ☐ Fairly relevant
 - ☐ Not at all
 - ☐ Unsure at this time
-

3. Did you attend this session:

- ☐ In person, "live"
 - ☐ By watching the recording
-

4. How soon do you expect to implement what you learned in this training session?

- ☐ Immediately
 - ☐ Relatively Soon
 - ☐ In a Year or So
 - ☐ Never
 - ☐ Unsure at the Time
-

5. Please rate:

Mike Doluisio	--Please Select-- ▼
Megan Johnson	--Please Select-- ▼
Content	--Please Select-- ▼
Format	--Please Select-- ▼
Materials	--Please Select-- ▼

6. What was most valuable about this Critical Skills Institute training session?

7. Where was the most room for improvement in this Critical Skills Institute training session?

8. Would you recommend this training session to a colleague?

- ☐ Yes
- ☐ No
- ☐ Maybe, if the following changes are made:

9. Overall Training Session Rating:

- ☐ Outstanding
- ☐ Good
- ☐ Fair

☐ Poor

10. What other topics or speakers would you like to see for future Critical Skills Institute training sessions?

11. Additional comments?

Submit

Top 10 Tips for Effective Oral Communications

Based on Michael Beltrán's presentation
"Taking Center Stage and Speaking with Impact"

Physical

1. Nervous? Just breathe.
 - a. Slows you down.
 - b. Relaxes your body.
 - c. Allows you to collect your thoughts.
2. Posture (think head-to-toe: head, shoulders, arms, hands, stance, movement)
 - a. Gestures are OK! They help emphasize your message. Remember safe zone for your hands is from your chest to your waist.
3. Voice
 - a. Warm up:
 1. Cardio exercise helps.
 2. Tongue twisters: "Unique New York;" "She sells seashells down by the seashore;" "Girl gargoyle, guy gargoyle."
4. Facial expressions – smile and watch for ticks. Never let them see you sweat.

Delivery

5. Be aware of vocal issues
 - a. Sing-songy or monotone intonations
 - b. "Up speak." Know what I mean??
 - c. "Vocal Fry" (affected speech pattern that sounds low, strained and lazy).
6. Minimize filler phrases (um, like, you know, so, ok?, literally...)
7. Slow down! Are you a speed-talk-a-holic? Pauses are OK! (silence is golden)

Material

8. Tell your story
 - a. Beginning: start strong – grab them at the beginning.
 - b. Middle: meat of your message or presentation.
 - c. End: Recency effect – likely to remember this message the most.
9. Use tools you have available – video/audio record yourself for practice.
10. Rehearse – "Practice does not make perfect. Perfect practice makes perfect." (Vince Lombardi)

2015 Summer Associate Mock Negotiations

Wednesday, June 24 and Thursday, June 25

Dechert
LLP

Philadelphia – Group 3

Summer Associate	Summer Associate Roles	Partner	Partner's Practice Group	Lawyer Role	Paired Against	Negotiation Room
Nicole Petroski (x100)	Will Hustle and Idona Hustle	Kate Reeve (x103)	Corporate and Securities	I.M. Wright	Matt Russell, Blair Twohey and Mitchell Sengupta	21-09
Karl Flegenheimer (x101)						

Matt Russell (x102)	Anita Nap and Kant Nap	Mitchell Sengupta (x104)	Corporate and Securities	Dr. C. Goode	Nicole Petroski, Karl Flegenheimer and Kate Reeve	21-09
Blair Twohey (Washington, D.C.)						

Wednesday, June 24th

Time	Activity	Location
12:30 - 1:15pm ET	Pre-Negotiation Group Introduction Overview of the workshop and negotiation training.	21-07 (videoconference with other U.S. offices)

Thursday, June 25th

Time	Activity	Location
9:45 -10:00am ET	Meeting of Groups and Clients Agenda will be reviewed.	21-07
10:00 - 11:00am ET	Meeting between Client and Summer Associates Client and summer associates to discuss concerns and objectives.	Client's office or you are free to talk wherever you will be most comfortable.
11:00am - 12:30pm ET	Negotiation Round 1 Between summer associates.	21-09
12:30 - 2:00pm ET	Lunch (with client if possible) Client and summer associates to discuss the progress of the negotiations and strategy.	Client's office or you are free to talk wherever you will be most comfortable. <i>Grab and go lunch is available in 21-05.</i>
2:00 -3:30pm ET	Negotiation Round 2 Between summer associates. Term sheet must be delivered to 21-07 by 3:30pm ET at the latest.	21-09
3:30 -5:30pm ET	Post-Negotiation Group Debrief Recap of the workshop. Please bring a copy of your completed term sheet.	21-07 (videoconference with other U.S. offices)

FENWICK & WEST LLP

SUMMER PROGRAM

2015



KYLE
[last name]

OFFICE
SVC

LAW SCHOOL

UNDERGRAD

PHONE

Kyle was born and raised in Berkeley, California. He graduated from XXXX with a degree in political science. While at XXXX, Kyle co-founded the on-campus organization Mentors Empowering & Nurturing Through Education, where he raised \$20,000 to allocate towards scholarships and college outreach events for a low-income high school located in South Central Los Angeles. Kyle currently attends XXXXXX, and spent his 1L summer doing patent litigation at XXXXXX. In his spare time, Kyle enjoys reading books about emerging companies/investment strategy, hiking, and cooking.

DID
YOU
KNOW?

Kyle enjoys hiking and cooking.



ALBERT
[last name]

OFFICE
SVC

LAW SCHOOL

UNDERGRAD

PHONE

Albert's life started in New York, but soon transitioned to Hong Kong and Taiwan. He attended XXXXXX and spent a semester in Paris, where he trained at Le Cordon Bleu. Following graduation, he moved to Northern Virginia to work as a business analyst. Now a student at XXXXXX he helps run student organizations related to tech, negotiations, and business, and volunteers with Tax Help. In his free time, Albert enjoys experimenting with new recipes, playing squash, and doing yoga. He spent his 1L summer at Fenwick and cannot wait to come back to the Bay Area.

DID
YOU
KNOW?

Albert trained at Le Cordon Bleu.



JENNIFER
[last name]

OFFICE
SVC

LAW SCHOOL

UNDERGRAD

PHONE

Jennifer was born in Korea but raised in San Jose, CA. She majored in political economy at UC XXXXX and spent her last undergraduate semester studying abroad in Korea. Following the study abroad program, she stayed in Korea and worked as an English teacher. After a year of living in Korea, she moved back to California to start law school at XXXXX, but transferred to XXXXX after her first year. She spent her 1L summer at Fenwick and is excited to be back for a second summer. At XXXXX, Jennifer is the Community Chair for the Asian Pacific American Law Students Association and a member of the Asian American Law Journal. She spent the previous semester working as a law clerk at Asian Pacific Islander Legal Outreach. Jennifer enjoys traveling, binge watching TV shows, and spending time with friends and family.

DID
YOU
KNOW?

Jennifer spent her 1L summer at Fenwick.



Summer Associate Professional Development & Training Overview

Welcome to Fenwick! The Professional Development team has organized a variety of training and educational programs for you throughout the summer. We encourage you to take advantage of these opportunities, and hope they will contribute to your success here this summer. If you have any questions regarding these or other training opportunities, please contact Kristin Heryford.

Fenwick University for Summer Associates Wednesday, June 8, 2016

Your first Fenwick U experience! This program will introduce you to the Fenwick University academy programs. These programs support your growth and development throughout your career, by focusing on the essential skills needed at each transitional level: Summer Associate, First-year, Mid-level, Senior-level and Newly Elected Partners. The Summer Associate program content focuses on integration, writing skills and professionalism to help you launch your career at Fenwick.

9:00 am – 12:00 pm	Writing Workshop	Consultant
12:00 – 1:30 pm	Group lunches with 1 st year associates	
1:30– 2:30 pm	Panel discussion, “What I Wish I’d Known as a Summer Associate”	Panel of junior associates, moderated by Recruiting Manager
2:30– 2:45 pm	Break	
2:45 – 4:30 pm	Thriving as a Summer Associate at Fenwick & West	Consultant
4:30– 5:30 pm	Break	
5:30– 8:30 pm	Reception & dinner	Special presentation during dessert!

Follow-up Sessions

Tuesday, June 28 th 3:30 pm – 4:15 pm	Knowledge Management Session	KM Team
Thursday, July 7 th 9:30 am – 10:30 am	General Law Firm Finance Overview	Managing Partner
Weds., July 13 th 12:00 pm – 1:00 pm	History of the Firm	Former Chairman
Thursday, July 21 st 9:30 am – 10:30 am	Pro Bono Training	Pro Bono Director
All associate training session; date TBD	Asking for Feedback	Senior Associate

Practice Group Overviews Follow-up Sessions

The Practice Group Leaders and Subgroup Leaders will provide a brief introduction to the work of their respective groups. Cross-group collaboration is a point of pride for Fenwick, and this is a fantastic opportunity to learn about the other practice groups. As such, you are highly encouraged to attend all sessions, regardless of your PG.

Practice Group	Date	Time
Litigation Group Overview	Tuesday, June 14 th	12 – 1:00 pm
Intellectual Property Group Overview	Thursday, June 16 th	12 – 1:00 pm
Tax Group Overview	Monday, June 27 th	9 – 10 am
Corporate Group Overview	Tuesday, June 28 th	1:30 – 2:30 pm

(Continues on reverse)

Ongoing Training

Each practice group holds weekly educational programs throughout the year on substantive, legal topics. The presenters are oftentimes our own associates and partners speaking on their areas of expertise, but we also invite outside experts to speak on special topics.

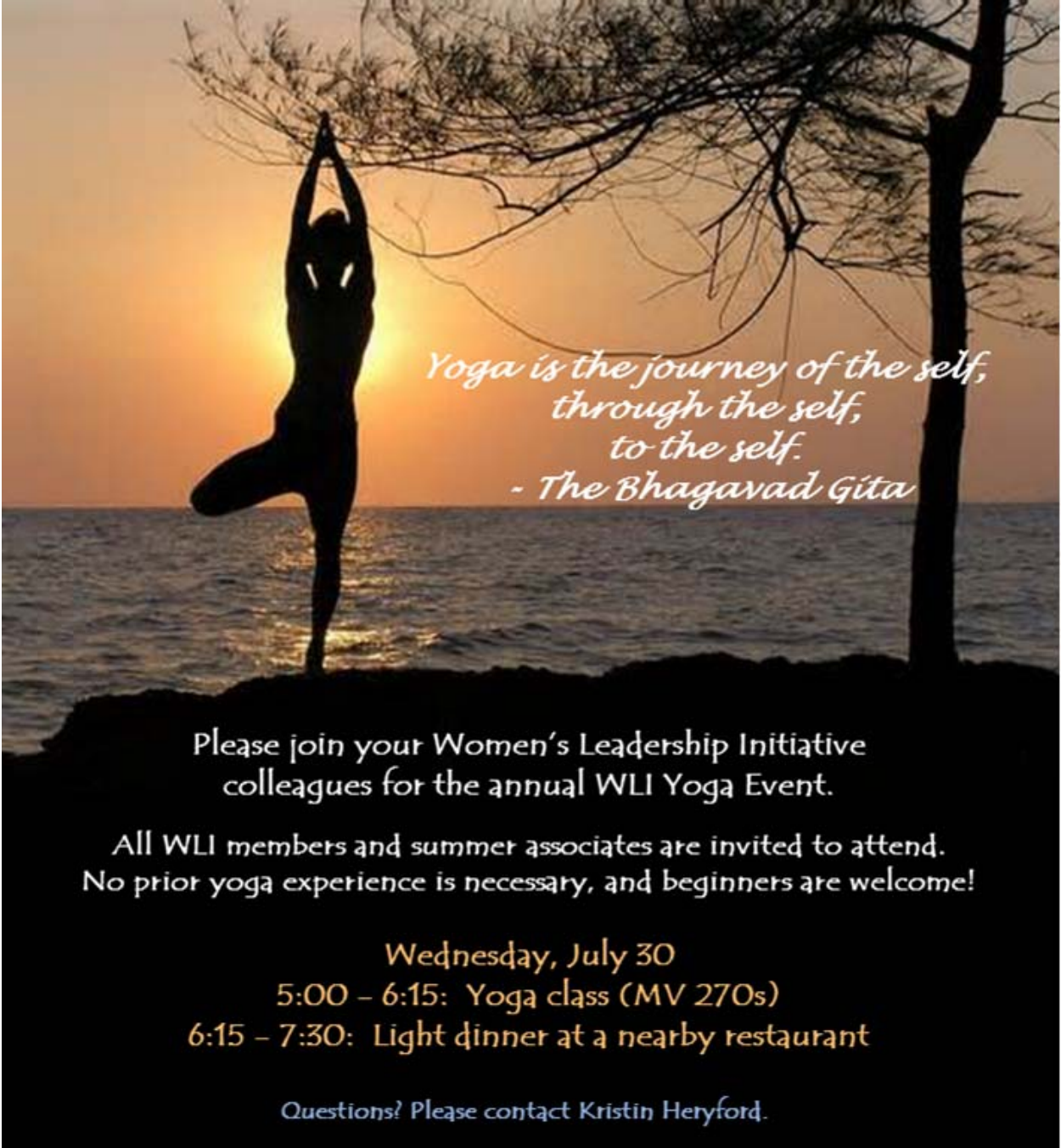
Tuesdays—Corporate Group

Wednesdays—Tax & Litigation Groups

Thursdays—Intellectual Property Group (alternates among 4 subgroups:
Patent, Technology Transactions, Trademark and Copyright)

You are invited and encouraged to attend all of these meetings (lunch is provided). Please refer to the weekly Professional Development Bulletin and FenwickLearning for the most up-to-date schedule of the practice group educational meetings, including dates, times and locations. The Professional Development team is also happy to answer any of your questions regarding training opportunities.

Kristin Heryford: KHeryford@fenwick.com, ext. 7859



*Yoga is the journey of the self,
through the self,
to the self.
- The Bhagavad Gita*

Please join your Women's Leadership Initiative
colleagues for the annual WLI Yoga Event.

All WLI members and summer associates are invited to attend.
No prior yoga experience is necessary, and beginners are welcome!

Wednesday, July 30

5:00 – 6:15: Yoga class (MV 270s)

6:15 – 7:30: Light dinner at a nearby restaurant

Questions? Please contact Kristin Heryford.

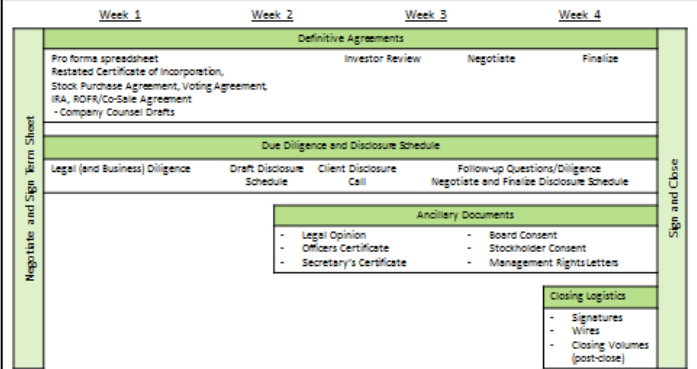
Lifecycle of a Corporate Matter

Types of Corporate Matters

- Preferred Stock Financing
 - [Convertible Note]
 - Series Seed
 - Series A
 - Later Series
- Mergers and Acquisitions
 - Buy side
 - Sell side
 - Public vs. private
- Initial Public Offerings
 - Follow-on offerings ("secondary" – beware misnomer)

Fenwick
SMITH & HILL LLP

Series A Financing Timeline



Fenwick
SMITH & HILL LLP

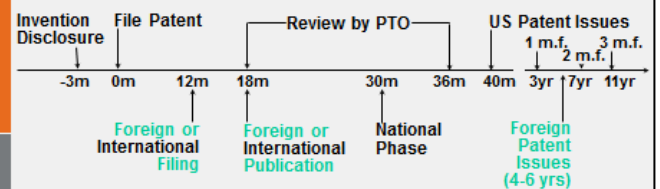
Lifecycle of a Patent

Part 2: Lifecycle of a Patent

- Steps in a patent lifecycle
- Fenwick players and roles
- Fenwick file organization
- Issued patent and its parts

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Patent Timeline



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