

**ACTION PLAN FOR DEVELOPING A
SUMMER ASSOCIATE PROGRAM TRAINING CURRICULUM**

1. List Core Competencies/Core Values/Skills/Benchmarks for the Firm and Summer Associates:

1. _____
2. _____
3. _____
4. _____
5. _____

2. Review 5 Key Values Millennials Look for in an Employer¹

1. Development. Millennials are hungry for training, career advancement, and opportunities for growth.
2. Meaning. Nothing is more important to millennials than doing work that matters.
3. Autonomy. Millennials have a natural entrepreneurial spirit and want to work on their own terms.
4. Efficiency. There's always a better, faster, and easier way to work. Millennials want to find it.
5. Transparency. Information is essential to millennials—they want to be kept in-the-know on the job.

3. List Current Summer Associate Training Programs. Questions to consider:

- Does this program reflect the firm's core values, build a particular skill set, or further develop a practice skill?
- Does this program fit within the overall goals of the summer program and should it be kept, revised, or eliminated from the program?
- Consider feedback from prior summer associates, core values and key values listed above.

Current Program Type (core skill training, soft skills, practice development, core values) :	Core Value/Skill Addressed:	Program Description:	Keep/Revise/Eliminate

¹ Grovo: *The Disappearing Act Why Millennials Leave Companies and How L&D Can Entice Them to Stay*
- <http://a1.grovo.com/mwa/why-millennials-leave-companies-whitepaper.pdf>

4. Brainstorm Potential New Training Programs:

New Program Type (core skill training, soft skills, practice development, core values):	Core Value/Skill Addressed:	Programming Idea:
Core Skill Training:	Research & Analysis	<i>Detailed research program directed by firm's librarian and junior associate. Discuss common requests and how to utilize the firm's resources.</i>
Soft Skills:	Written Communications	<i>Best Tips for Email Communication</i>
Practice Development:	Teamwork	<i>Negotiation Skills Workshop – Overview of Negotiation Techniques and Mock Negotiation</i>
Core Values:	Public Service	<i>Pro bono training – panel of attorneys discussing recent cases within the firm.</i>

5. Identify Holes in Your Current Plan and Potential New Programs. Questions to consider:

- Do these programs address the firm's core values and further develop the skill set of the summer associates?
- Is the program formatted in a way that will 'speak' to our group of summer associates (review top 5 values of millennials)?
- Are there programs that are not obvious training programs, but that should be included as part of the curriculum?
- Have we addressed feedback received on past programs and on the AmLaw survey?

6. Outline New Training Curriculum:

Program Type (core skill training, soft skills, practice development, core values):	Core Value/Skill:	Programming Idea: