

Striking the Balance Between Handholding and Tough Love

Suggested Resources for Communications/Presentations

To Make Charts and Infographics

- **Canva** <https://www.canva.com> - Free tool to make infographics and charts.
- **Easel.ly** <https://www.easel.ly> - Web tool to create infographics and posters.
- **Freepik** <http://www.freepik.com> - Free graphics, vectors, photos.
- **Infogr.am** <https://infogr.am> - Web tool to create infographics, charts, and interactive maps.
- **PicMonkey** <https://www.picmonkey.com> - Web tool to edit photos, create graphics, create collages.
- **Piktochart** <https://piktochart.com> - Web tool to create infographics, presentations, and printables.
- **Vennage** <https://venngage.com> - Web tool to create infographics.

For Presentations, Videos, and Webinars

- **Adobe Spark** <https://spark.adobe.com> - Free online and mobile graphic design app.
- **Emaze** <https://www.emaze.com> - Online presentation platform with 3D, video templates, and sound effects.
- **Google Slides** <https://www.google.com/slides/about/> - Free online presentation tool. Convert PowerPoint files to Google Slides and vice versa.
- **Knovio** <http://www.knovio.com> - Online presentation tool to add voice and audio commentary to existing PowerPoint slides. Provides links to send, embed, or post online.
- **Poll Everywhere** <https://www.polleverywhere.com> - Poll your audience live and view real time audience answers. Can be used with PowerPoint and Google Slides.
- **PowToon** <https://www.powtoon.com> - Free online tool to create animated videos and presentations.
- **Prezi** <https://prezi.com> - Online presentation tool to develop dynamic, non-linear presentations. Easy to insert video and media.
- **Screencast-O-Matic** <https://screencast-o-matic.com> - Free tool to record on-screen activity for short tutorials. Can incorporate audio, create a video file, or share on YouTube.
- **Slides** <https://slides.com> - Online presentation tool with presentations viewable in any browser. Integrates Google Analytics to track who views content.

NOTES

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Suggested Resources for Training/Tips to Share with Students & Associates

Attorney @ work <https://www.attorneyatwork.com> - Articles, practice tips, and more.

- 17 Things I Wish I Knew as a First-Year Associate, <https://www.attorneyatwork.com/17-things-wish-knew-first-year-associate/>
- New Lawyers page, <https://www.attorneyatwork.com/category/new-lawyers/>

The Balance <https://www.thebalance.com/job-search-4074003> - Articles, etiquette tips, and more.

- Most Common Interview Mistakes, <https://www.thebalance.com/most-common-interview-mistakes-2061111>
- Top 10 Ways to Organize Your Job Search, <https://www.thebalance.com/organize-your-job-search-2060710>

The Career Counselor's Handbook by Howard Figler and Richard N. Bowles, <https://www.amazon.com/Career-Counselors-Handbook-Howard-Figler/dp/1580088708>

Lawcrossing Legal Article Archives <http://www.lawcrossing.com/article/lcarticlearchive.php> - Articles on career advice, interviewing, job behavior, and more.

- How to Excel in Law Firm Interviews, <http://www.lawcrossing.com/article/900045989/How-to-Excel-in-Law-Firm-Interviews/>
- The 10 Step No Fail Guide to Distinguishing Yourself as a First Year Associate, <http://www.lawcrossing.com/article/3204/The-10-Step-No-Fail-Guide-to-Distinguishing-Yourself-as-a-First-Year-Associate/>

Mary Crane <http://marycrane.com> - Articles, programs, books, time management, professionalism tips.

- True Professionalism article, <https://shar.es/1UC6bd>

NALP <https://www.nalp.org> - Research and articles, best practices guides.

- The Legal Employer's Comprehensive Guide, by Ida O. Abbott, <http://www.nalp.org/productdetail/?productID=177>
- E-Guides for Professionalism, <http://www.nalp.org/eguides> - Email strategies, social networking.

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Sample Handout

Top 10 Things NOT To Do When You Make a Mistake

1. Don't panic. Everyone makes mistakes. What's most important is correcting the mistake and demonstrating that you've learned from it moving forward. When you discuss the mistake, do so in a serious but calm manner.
2. Don't wait on it. The longer a mistake sits uncorrected, the more likely it will have a negative impact. Bring a mistake to the attention of the appropriate person as quickly as possible.
3. Don't blame anyone else. Even if others played a role in the mistake, your job is not to highlight that; it's to take ownership and identify how to fix it to the best of your ability.
4. Don't just admit your mistake; offer a solution. You may not know exactly how to correct your mistake, but thinking through it and offering a solution shows your commitment to making it right. It also signals that you're taking the situation seriously and want to be a part of the solution.
5. Don't own up to your mistake over email. You don't want to give the impression you're dodging someone. Own up in person (or at the very least, over the phone).
6. Don't just fix it; learn from it. Review the process that led to the mistake to identify what went wrong overall, including involvement from others. This is not about making excuses or passing off blame, but making every effort to prevent a similar situation in the future, so make sure your suggestions center on ways you can improve the process. Share your ideas with others and ask them for feedback.
7. Don't miss an opportunity to rebuild trust. Be willing to accept some increased scrutiny of your work immediately following your mistake. Put forth extra effort on other assignments.
8. Don't assume this mistake will ruin your working relationships. Don't avoid the partner or think you'll never be able to work with them again. It may take some time to rebuild trust but you **will** be able to rebuild it.
9. Don't let the mistake define you, or beat yourself up for it. Again, everyone makes mistakes. Be sure to do everything in your power to correct it and learn from it, and then move on.
10. My Top Thing Not to Do: _____

Sources: "[8 Things Not To Do When You Make A Mistake At Work](#)"; "[How To Rebuild Your Credibility After Messing Up At Work](#)"; "[How To Handle Big Time Mess Ups At Work](#)"

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Sample Handout

Tips for a Successful Summer Program

- Mindset makes a difference
- Professionalism - acting in a professional manner is something you can control
 - Demeanor
 - Attire
 - Interpersonal skills and speech
 - Exercise good judgment
 - Online presence and use of social media
- Create a daily routine for entering time, tackling assignments, socializing
- Make yourself available for assignments, socializing
- Understand and provide client service – internal and external clients
- Relationship building is necessary

Tip #1 - Keep a Clean, Pressed Suit Behind Your Door

Tip #2 - Keep a Bankers Box for Shoes Under Your Desk

Tip #3 - Don't Wear Headphones in the Office

Tip #4 - Keep Your Door Open and Your Light On Whenever Possible

Tip #5 - Participate in Social Events

Tip #6 - Use Discretion and Judgment in Daily Actions

Tip #7 - Google Yourself

Tip #8 - Prepare for Meetings

Tip #9 - Be Mindful of Colleagues' Time

Tip #10 - Confidentiality is Paramount!

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Strategies and Suggestions

	Law Firm	Law School
Relationships: Up and Down	Up: - Firm/office leadership - Partner and associate mentors - Firm departments: IT, finance, marketing Down: - Ambassador associates/summers - Associate committees My Idea: _____	Up: - Dean - Faculty - Alumni Down: - Ambassador students - Student organizations My Idea: _____
Communication and Presentation	Change Your Tone and Change Your Format - Interactive presentations, skits, small workshops - Roundtables - Training them what/how to read - Handouts/important documents binders - Top 10 lists - Using other department/group communications - Short, limited emails - New formats: video, webinar, podcasts - Drop by tables/office hours	
	My Idea: _____	My Idea: _____
Incentives	- Exclusivity - Attendance tracking - Prizes for attendance, early arrival My Idea: _____	- Exclusivity, require RSVP - New food items - Prizes for attendance, early arrival My Idea: _____