

NEW PARTNER ORIENTATION: BUILDING ON SUCCESS

(A Sample Agenda)

8:30 a.m. **Breakfast**

9:00 a.m. **Welcome and Introduction to the Program**

9:30 a.m. **Leading Effectively Across Differing Styles**

For senior lawyers, it becomes increasingly important to understand how others – especially clients – react to your instinctive “styles” of communicating, organizing work, and interacting with others, and to become adept at working effectively with people who have different styles. Drawing on your own experience, and the Myers-Briggs Step II assessment completed before the program, this workshop will help you recognize these differences more quickly and manage them more effectively – a skill that is critical not only to sustaining long-term relationships with clients but also to managing more junior lawyers.

Introduction: how working styles differ and why this matters

Understanding and managing differing styles:

- Communicating and interacting
- Taking in information
- Organizing and planning
- Making decisions

Next steps: managing others, managing yourself

10:30 a.m. **Break**

10:45 a.m. **Leading Effectively Across Differing Styles (continued)**

11:15 a.m. **Building Your Internal Network, Part 1**

For this session, the primary goal is to have participants learn more about each other’s practices so they can spot opportunities for collaborating to develop business. At the same time, the session will ask participants to describe their practices in ways that focus on the value they provide to clients.

Noon **Lunch**

1:00 p.m. **Building Your Internal Network, Part 2**

1:45 p.m. **Effective Business Development: Goals, Tactics, and Actions**

Based in part on an individual “action plan” that you will complete during the session, this workshop will guide you to think more systematically about your business development goals, the steps you will take to reach those goals, and the most effective use of your non-billable business-development time.

Matching your business-development strengths to your practice

- Business-development strategies:
the “Sustaining Practice Styles” framework
- Analyzing your market:
 - Where has your work come from?
 - Where are the opportunities?

2:45 p.m. **Break**

3:00 p.m. **Effective Business Development (continued)**

Making choices: how will you invest your time?

- Building your reputation and profile? Networking?
- Broadening your “market share” in existing clients?
- Developing new clients or products?

Developing your business-development habits and skills

- Locking in networking habits
- “Expanding the conversation” with existing and potential clients

Creating your 12-week action plan

4:30 p.m. **Program Concludes**

Our programs are fully customizable to suit the distinct requirements of each audience and we often incorporate case studies and other interactive discussion components. Please visit www.firmleader.com for the complete listing of our program offerings