

# COMMUNICATING AS A LAWYER

## THE NEED

Junior Associates at large law firms meet with partners and senior associates on a regular basis. The meetings often include the junior associate presenting information to the senior attorney.

These meetings are rare opportunities to create a positive reputation at the firm. Associates need guidance on how to facilitate these crucial meetings, how to best present their information and how to present themselves.

## WE CAN HELP

Our instructors will help participants acquire the skills they need to effectively present at every meeting. In our class they will learn to:

- Adjust their communication style to the style of the partner
- Speak and gesture with professional, approachable body language.
- Ask appropriate questions to clarify assignments and preferences.
- Reference notes effectively during the meeting.
- Plan an agenda in advance of the meeting for more effective interaction
- Handle tough questions and objections.

## HOW WE WORK

This is not a lecture course! Participants will spend most of their class time in coached exercises and videotaped role plays. They will learn by doing.

## OUR UNIQUE FOLLOW-UP

A few weeks after the workshop, each participant will receive a personal DVD. The DVD will include their final taped role play edited to include additional coaching from their instructor.

## OTHER DETAILS

The class is typically one day (or two 1/2 days) in length for up to 12 associates.

