

MANAGING YOURSELF

for *Junior Associates*

FOUNDATIONS FOR CAREER-LONG DEVELOPMENT



Designed by lawyers for law firms and in-house legal departments, this is an interactive online group course of five sessions of up to 1.75 hours each week and one optional 1:1 60-minute coaching session within one month after session 5.



PROGRAMME OVERVIEW

This program is designed to help Junior Associates to review and develop their skills, awareness, and all-around capability to consciously expand their personal influence. Career success (and enjoyment) is increasingly dependent upon managing oneself and one's seniors, juniors, clients, and peers, and not technical skill alone. In the business of work, there is a tendency to be relatively passive in respect of these relationships.

LEARNING OBJECTIVES

The program has been designed to enable Junior Associates to make lasting improvements based on an exploration of:

- Behavior at work: maximizing the positives, avoiding the pitfalls
- Creating a positive impression and building their personal reputation
- Communicating effectively with clients and colleagues
- Managing their time and workload effectively



WHO SHOULD ATTEND?

This course is tailor-made for junior associates, a 1-year post-qualified experience, who wishes to work together to share experiences and develop personal organization and communication skills. The content is designed to avoid any need to disclose confidential information.

COURSE OUTLINE



Prior to Session 1

- Meet with senior associate or partner to plan development aims
- Read the article on 'Working Styles' and a complete short assessment
- Complete exercise: *Time and Workload Management*

SESSION 1 – Proactive in Workplace Relationships

- Identifying current working styles and the implications for personal development
- Understanding personal influence; developing core communication skills
- Managing and motivating secretaries/PAs, trainees, and paralegals

SESSION 2 – Key Tools of Personal Influence

- Balancing conflicting demands in a group
- Creating and sustaining a positive personal impression
- Understanding how you come across to others and expanding your range

SESSION 3 – Managing time and workload

- Gain great control over time
- Creating work-life balance
- Say “no” (not now)

SESSION 4 – Handling Difficult Interactions (and Save Time)

- Be solution-focused, not problem-focused
- Greater confidence in communicating
- Respond to automatic questions when approaching a senior

SESSION 5 – Review learning and stay on track

- Managing time and workload
- Creating work-life balance
- Handling difficult interactions

OUR APPROACH

This programme has been tailor-made to meet the demands of lawyers seeking a career change and would like support to open up new opportunities to maximize their chances of success. You will work in an interactive and challenging way that is always thought-provoking, supportive, and informative. Pre-work and engagement with others between sessions will ensure that you gain maximum benefit from the live sessions. There will be post-webinar activities to help you progress and embed new learnings.



SESSION RECORDING

This online program is highly flexible and will be created to match your own pace and working style. This course allows you to participate without the need for travel. It uses the latest online technology. Full instructions will be given to facilitate easy access. You will receive PowerPoint slides and a recording of each session. Each session is available to download for one month after the original session. Once downloaded, however, you can keep and review the content, at your leisure, as often as you like.



YOUR INVESTMENT

Our fees are fully inclusive of registration, programme support materials, copy of programme recordings. This online programme allows you to participate without the need for travel. It will take place using the latest webinar technology and full instructions will be given to facilitate easy access.

The fee is just USD 1,400 plus VAT as applicable.

Need to contact us?

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[Register Now](#)



SCHEDULE 1
12
JULY 2021

SCHEDULE 2
20
SEPTEMBER 2021

SCHEDULE 3
15
NOVEMBER 2021

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NEXT AVAILABLE SCHEDULES

All our Associate and Partner program content from one program to the next is aligned, adapted to participants' responsibilities, issues and challenges. The programs constitute a comprehensive development path for Associates and Partners at all stages in a lawyer's career.