



Survival Tools for New Associates: Skills for Success

Presented by Wisnik Career Enterprises Inc.

This workshop is packed with skills, resources and strategies that will enable new associates to not only survive, but to succeed from the start. Major topics covered include communication skills, goal setting & planning and time management.

Myers-Briggs & Communication Skills

Each associate will take the Myers-Briggs Type Indicator prior to the session. This instrument, which takes approximately 30 minutes to complete, will provide participants with valuable information about their communication and work styles. In addition, they will learn how to communicate effectively with people whose styles of communicating are different than their own. Participants will gain:

- ◆ **Results** of their **Myers-Briggs Type** and a clear understanding of their unique way of communicating, taking in information, making decisions and responding to others
- ◆ **Clues** to help decipher **how to communicate effectively** with staff, clients and other lawyers
- ◆ **List of key words** to use when working with different types of people to **ensure good communication**
- ◆ An **understanding** of one's own strengths and challenges, as well as resources for avoiding pitfalls

Goal Setting & Planning

New associates will have an opportunity to identify and set career goals. This will enable them to take initiative to develop the skills, knowledge and contacts that they need to succeed as they begin working at your firm. As a result, they will be more valuable to your clients and will be able to make a greater

- ◆ Determine **career goals** through interactive and individual exercises
- ◆ Establish the habit of taking **one action a day** towards long-term goals
- ◆ Master a system for **tracking** and **evaluating steps** taken towards goal attainment

Time Management

Attorneys will learn skills and strategies for managing their time most effectively. They will learn specific techniques for planning each day to ensure maximum productivity. Participants will:

- ◆ Master specific techniques for **planning, prioritizing and organizing**
- ◆ Learn how to gain **control** over their limited time and **focus** more effectively
- ◆ Develop a customized **daily action plan** for effective time management
- ◆ Learn how to become **proactive** instead of reactive and to **control interruptions**
- ◆ Gain techniques for establishing **organizational systems** that will save time

Over the past eleven years, Eva Wisnik has worked with over 70 of the AmLaw 100 firms nationwide and conducted nearly 600 training programs.



SURVIVAL SKILLS FOR NEW ASSOCIATES TRAINING CLIENT LIST

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