

SKILLS, TRAINING AND ACTIVITY SETS

SETS A, B AND C, AND CORE SKILLS

Set A Skills/training:

- managing people,
- training others,
- MBA/second degree
- Appropriate level of tax and accountancy knowledge

Activities:

- liaison cross-group, function, or country;
- special project work (e.g. acquisition, disposal, cross-group project);
- non-legal responsibilities;
- external profile,
- project managing Lexcel accreditation and audit

Set B Skills/training:

- understanding the numbers
- strategic awareness – scanning the horizon
- working with others,
- presentation skills,
- persuading and influencing,
- using Microsoft Project

Activities:

- acting as mentor;
- acting as buddy;
- possible group leadership programme;
- possible secondment to other legal team/country/operation,
- running a legal workshop
- project managing a legal conference,
- acting as controller of intranet/knowledge resource

Set C Skills/training on

- time management,
- project management,
- reporting,
- meetings – management, reading the meeting, communicating your point
- doing - achieving outputs, using Word/Excel/PowerPoint etc
- Legal tech

Activities:

- having a mentor;
- buddying,
- contributing to intranet,
- contributing to knowhow,
- contributing to legal workshop

Core knowledge:

- Functional specialism - subject knowledge and updating appropriate to level
- Myers Briggs/Belbin
- Organisation's legal strategy
- Organisation's structure, strategy and organisation
- Transition from private practice (for lawyers entering from a law firm for the first time)