

NEW ATTORNEY TRAINING: SKILLS FOR SUCCESS



Eva Wisnik
President

Eva Wisnik is the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. After 10 years as a recruitment professional, Eva founded a training and placement firm for the legal community. Since starting her business in 1996, she has conducted more than 600 training programs for law firms nationwide, including 74 of the AmLaw 100 firms.

Participants will leave this 90-minute workshop with specific skills, techniques and resources that will enable them to manage their time most effectively and be of greatest value to clients.

During this interactive workshop participants will:

- ✓ Strategies for being appropriately proactive, seeking out work and prioritizing to make a valuable contribution;
- ✓ Develop a system for planning efficiently including using a daily action plan for effective time management;
- ✓ Learn how to gain control over their limited time and focus more effectively;
- ✓ Learn how to efficiently take action on long-term projects while responding to new client demands;
- ✓ Gain techniques for establishing organizational systems that will save time;
- ✓ Understand the style of the people they work with so they can work together in a collaborative manner;
- ✓ Tips for establishing rapport and communicating with internal and external clients;
- ✓ Idea for making your lawyers' lives easier and being a resource;
- ✓ Ways to obtain information and feedback from your internal clients by asking good questions;
- ✓ Ways to inspire the confidence of your attorneys by asking the right questions and delivering results for clients.

