

TEAM-BUILDING AND PROJECT MANAGEMENT SKILLS FOR LAW FIRM PROFESSIONALS

Participants will leave this workshop with specific skills, techniques and resources that will enable them to focus more effectively on both individual and team projects. They will gain an understanding of their own unique work style and strategies for working most effectively with clients and colleagues whose styles are different from their own.



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.

This interactive workshop provides participants with:

- ✓ Receive their own Myers-Briggs Type Indicator results and a clear understanding of their unique way of communicating and working;
- ✓ Observe first-hand how their colleagues process information, make decisions, and communicate;
- ✓ Develop an appreciation for the different approaches their colleagues can bring to a project;
- ✓ Establish project management techniques to achieve long-term goals while, at the same time, meeting short-term demands;
- ✓ Master strategies for working with their lawyers most effectively;
- ✓ Review time management skills including: planning, prioritizing and scheduling;
- ✓ Learn how to utilize a Daily and Weekly Action Plan for effective project management;
- ✓ Learn how to be proactive instead of reactive and to control interruptions.

