

# Survival Skills for New Associates

**This three-hour 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: Time Management, Goal Setting & Networking and Communication Skills.**



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 AmLaw100 firms.

During this workshop participants will learn:

## ✓ **Myers-Briggs & Communication Skills**

Each associate will take the Myers-Briggs Type Indicator prior to the session. This instrument, which takes approximately 15-minutes to complete on-line, will provide participants with valuable information about their communication and work styles. They will:

- Learn their Myers-Briggs Type and gain a clear understanding of their unique way of communicating, taking in information, making decisions and responding to others;
- Discover clues to help decipher how to communicate more effectively with staff, clients and other lawyers;
- Review a list of key words and phrases to use when working with different types of people, to ensure good communication;
- Gain an understanding of how to communicate with clients and colleagues whose styles are very different from their own.

## ✓ **Time Management**

Attorneys will learn skills and strategies for managing their time most effectively, including how to:

- Master specific techniques for planning, prioritizing and organizing;
- Gain control over limited time and focus more effectively;
- Develop a customized daily action plan for effective time management;
- Become proactive, instead of reactive, and how to control interruptions;
- Establish organizational systems that will save time.

## ✓ **Goal Setting & Networking**

New associates will have an opportunity to identify and set their own career goals. This will enable them to take initiative and develop the skills, knowledge and contacts that they will need to succeed as they begin working at your firm. During this part of the session, associates will:

- Determine career goals through interactive and individual exercises;
- Establish the habit of taking "one action a day" towards long-term goals;
- Learn specific steps for initiating and maintaining business relationships and tips for transforming contacts into clients.

