

# Team-Building & Project Management Skills

For Law Firm Professionals



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. Eva has facilitated Time Management training for more than 30 law firms and has administered the MBTI to over 2000 law firm professionals. She has an MBA in Marketing and is certified in the FranklinCovey Time Management System.

**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.**

## **During this workshop participants will:**

- ✓ 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;
- ✓ Review time management skills including: planning, prioritizing and scheduling;
- ✓ Establish project management systems to achieve long-term goals while, at the same time, meeting short-term demands;
- ✓ Master client service practices for working with internal and external clients;
- ✓ Utilize a Daily and Weekly Action Plan for effective project management;
- ✓ Learn how to be proactive instead of reactive and to control interruptions.

