

## TEAM-BUILDING AND PROJECT MANAGEMENT SKILLS

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.

During this interactive workshop participants will learn:

- Their Myers-Briggs Type Indicator results and an understanding of their unique way of communicating and working;
- Knowledge of how their colleagues and attorneys process information, make decisions, and communicate;
- Learn how to become proactive and to take action on long-term projects while responding to new client demands;
- Project management techniques, including how to identify work priorities and achieve them despite the obstacles;
- Time and project management skills, including: planning, prioritizing, and scheduling;
- Daily and Weekly Action Plans for effective project management;
- Values exercise to identify core client service objectives.



*Eva Wisnik is the author of Your Fairy Job Mentor's Secrets for Success and the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. Since starting her business in 1996, she has conducted more than 800 training programs for more than 120 law firms nationwide. She is certified in the Covey Time Management System and as a Health Coach through the Institute for Integrative Nutrition and holds an MBA from Fordham.*

To learn more, visit our website at [www.wisnik.com](http://www.wisnik.com), email [ewisnik@wisnik.com](mailto:ewisnik@wisnik.com) or call 212.370.1010



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