



Wisnik Career
Enterprises, Inc.
Training Programs

www.Wisnik.com



Eva Wisnik

President & Founder

Eva Wisnik is a career expert and recruiter for America's most prestigious firms, as well as the author of *Your Fairy Job Mentor's Secrets for Success*. She spent 10 years hiring talent from top schools for investment banks and law firms. Prior to starting Wisnik Career Enterprises, Inc. in 1996, Eva was the Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader Wickersham & Taft. Since then, she has worked with more than 120 law firms, placed over 1,000 recruitment and marketing professionals, and conducted over 800 training programs for law firms nationwide.

Eva earned her BA in Psychology from Barnard College, Columbia University, and an MBA in Marketing from Fordham University. She is certified in the Myers-Briggs Type Indicator, in the Covey Time Management System, and as a Health Coach through the Institute for Integrated Nutrition. Her goal is to share her learnings with others so they can lead the most successful and fulfilling lives possible.



Booking a Training Program with Wisnik

All of our programs are fully customizable to adapt to your firm's unique needs. Eva presents in person, virtually, and via hybrid formats.

Our programs are designed to be practical and interactive. Participants receive workbooks to help them implement their learnings.

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Training Programs

- 7 Pillars for Interview Mastery
- Strategies for Investing in and Mentoring Associates
- Time Management for Attorneys
- How to Thrive as a New Associate/ Summer Associate
- How to Make Time for Your Well-being
- MBTI for Optimal Communication & Collaboration
- Achieving Professional & Personal Success

7 Pillars for Interview Mastery

During this workshop, participants will:

- Learn to interview intentionally by being clear about what traits to look for in future hires
- Understand the importance of asking behaviorally-based questions
- Learn how to prepare purposefully to create a meaningful interview experience
- Master key selling messages, so every candidate knows what distinguishes your firm
- Gain insights for avoiding unconscious bias during the interview process.

Participants will receive a workbook with resources including sample questions and an interview prep form

Hiring a select group of attorneys is challenging. In this 60-minute customized training, your attorneys will learn the 7 Pillars for Strategic Hiring so they can identify the most important traits in target candidates, ask the right behaviorally-based interview questions, and provide clear selling messages that leave a lasting positive impression.

Our customization process includes developing your unique "Firm Profile" based on surveying partners to identify the key traits needed for success at your firm.

By investing in this interviewer training, your attorneys will have the tools to ask high-mileage questions and the know-how to provide meaningful feedback to ensure that you hire the right legal talent and leave a lasting positive impression on candidates.



Strategies for Investing in and Mentoring Associates

Engaging associates to perform optimally is challenging in a hybrid environment. Mentors, both formal and informal, are key to helping associates to thrive at your firm. This training will provide tools so those who work closely with your associates truly know how to communicate expectations, build trusted relationships and instill a sense of belonging.

Proximity doesn't guarantee trusted work relationships, personal investment does. Your associates will feel engaged and be inspired to produce their best work when the attorneys they work for show investment in them. This program will provide the methods needed to demonstrate investment in your associates' long-term success.

Your partners' and senior attorneys' expectations are much more likely to be met, even exceeded, when they know how to articulate their unique work style preferences, make associates feel like valuable team members and communicate a common client service mission.

Using the P.E.E.V.E.S. framework I developed, partners will have tools and help associates thrive in their careers.

During this 45-minute workshop, participants will:

- Learn specific steps for investing in associates' development and being a true mentor
- Gain insights for building trusted relationships that engage associates
- Identify their unique work style preferences and pet peeves so they can set those working for them up for success
- Receive tips for communicating a common mission and instilling a sense of belonging

Participants will receive a workbook with resources including a work values exercise



Time Management for Attorneys

During the workshop, participants will:

- Learn time management strategies for focusing on the most important things, not just the urgent ones
- Develop a system for planning efficiently by using a Daily Action Plan
- Master a system for controlling interruptions and distractions
- Learn how to become proactive and take action on long-term projects
- Develop strategies for working productively in a hybrid environment
- Gain insight to avoid procrastination and overthinking
- Complete an exercise to identify work goals and action steps needed to achieve them

Participants will receive a workbook with resources including a Daily Action Plan, Project Action Plan, and Time Management Audit

Law firms are reactive client-service work environments. This training will equip your attorneys with the habits and mindset for them to focus and be productive daily.

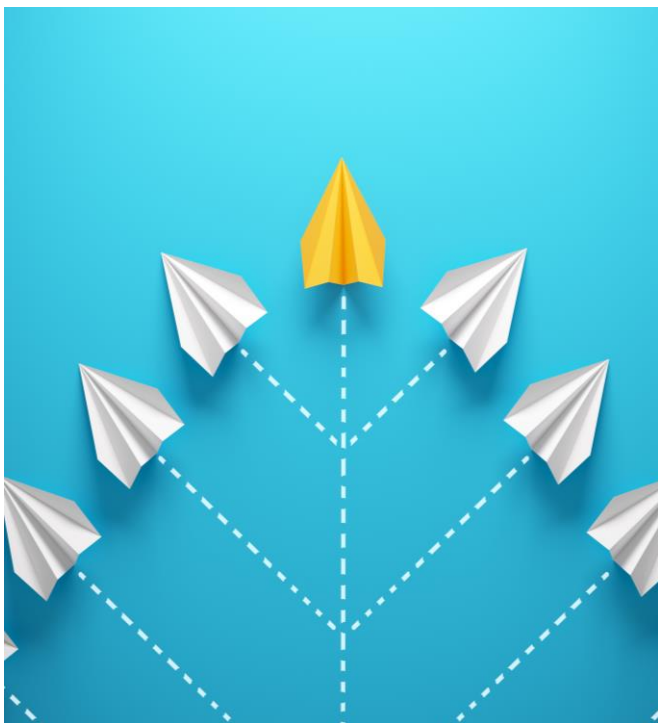
Eva Wisnik has taught Time Management skills to over 8,000 law firm professionals. Participants will leave this 60-minute training with actionable tools and a workbook. They will learn skills to help them manage their time most effectively and be of greatest value to clients.



How to Thrive as a New Associate/Summer Associate

What it took to be a great student is not what it takes to be a great attorney at your firm. There is a passivity pandemic occurring where many junior associates are failing to take ownership and thrive. This training will help move your new associates from a school mentality to a proactive service mentality

This interactive 90-minute workshop will help them master time management skills, cultivate a client service attitude and develop an ownership mindset. In addition, they will identify specific areas of growth to become valuable team contributors.



During the workshop, participants will:

- Gain insights into the 5 biggest mistakes junior attorneys make and how to avoid them
- Learn a framework for delivering outstanding work that includes Preparing, Anticipating, Initiating, and Never assuming
- Master the “How To’s” for being proactive and client-service focused
- Learn specific steps for communicating and building trusted relationships with clients and colleagues
- Gain insights from supervising attorneys as to what they expect from new lawyers
- Develop strategies for overcoming perfectionism, overthinking, and procrastination

Participants will receive a workbook with resources including a Career Action Plan for setting and achieving goals for their first year of practice

How to Make Time for Your Well-being

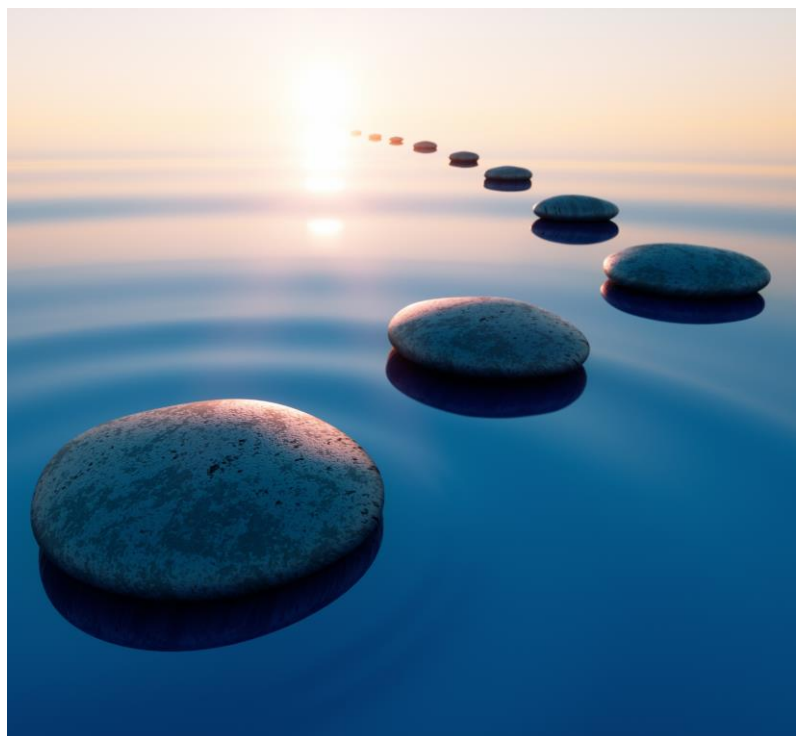
During this workshop participants will:

- Complete a time management audit to identify well-being “musts” and other top goals
- Develop a system for planning by using a Daily Action Plan to prioritize work and self-care actions
- Learn specific techniques for developing a positivity mindset
- Master time management strategies to focus on important, not just urgent things
- Create well-being habits to start and end each day right
- Establish wellness practices to fuel focus and productivity

Participants will receive a workbook with resources including a Well-being Plan and time management tools

Our brains are wired for survival and easily default to a negativity bias. This, coupled with the uncertainty we have all experienced in recent years, leads to a high level of stress. Making time for our well-being is not a luxury but a must!

This workshop provides high achievers with daily well-being practices that will enable them to build the reserves they need. In addition, they will learn how to make time for their well-being. This 60-minute training will provide actionable tools to feel more in control and less stressed, as well as rituals to maximize focus and productivity.



MBTI for Optimal Collaboration & Communication

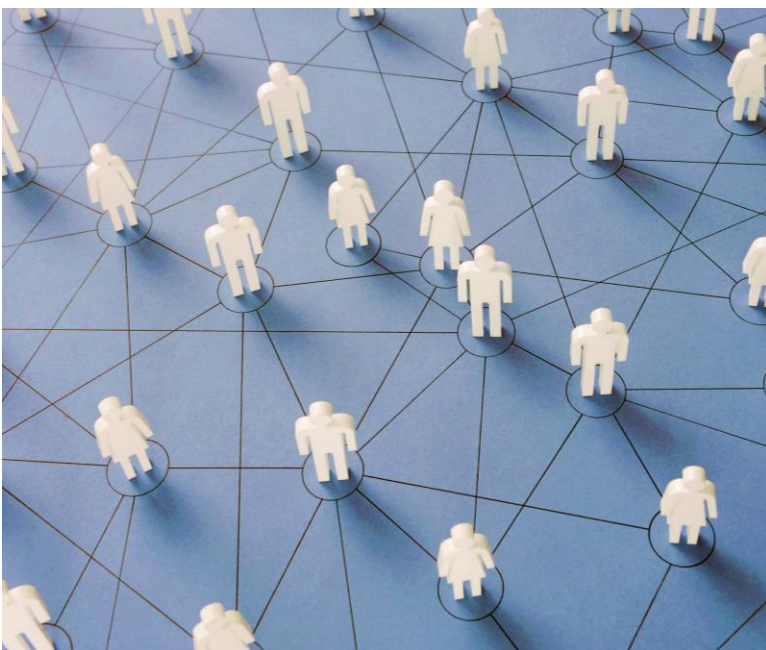
We have all witnessed how conflicting work styles and miscommunication cause havoc. In addition, our hybrid workplace poses new challenges for building trusted work relationships.

Eva Wisnik has administered the Myers-Briggs Type Indicator to over 7,000 law firm professionals, including associates, partners and business services professionals.

Each participant will receive the results of their Myers-Briggs type and insights into their unique way of working, communicating and making decisions. This highly interactive session will provide team members with tools to communicate and work most effectively with clients and colleagues and build a more collaborative work environment.

During the workshop, participants will:

- Gain insights about their own preferences for working and communicating with others
- Learn specific strategies for working with colleagues whose styles are different from their own
- Participate in a hands-on experience watching how others process information, make decisions and communicate
- Gain strategies that will help build trust-filled relationships that foster a collaborative work environment
- Engage in a team-building and shared values exercise



Participants will receive their MBTI results as well as a guide to read colleagues' styles and communicate with them

Achieving Professional & Personal Success

During this workshop, participants will:

- Gain clarity over their work/life values after completing an exercise
- Identify goals by assessing where they currently spend time and where they ideally want to
- Develop mindset management habits to feel more in control and focused
- Learn time management tools that will enable them to create time for their top priorities, including self-care
- Master career management strategies like relationship-building to fuel their career
- Establish daily well-being practices to manage stress and re-energize
- Design an action plan to achieve work/life integration

Participants will receive a workbook with resources including time management worksheets and a work/life values assessment

Many attorneys feel stressed, depleted and overwhelmed. Eva Wisnik has studied successful women's careers for over three decades. She created this program to help women attorneys develop the habits and mindset needed to lead successful and fulfilling lives.

This interactive workshop provides proven methods for identifying priorities and values, and for creating time to achieve them. She will equip participants with insights, tools and an action plan for integrating and achieving work/life priorities.



Eva Wisnik's career expertise is featured in her book:



"Eva effortlessly weaves together real-world examples along with the wisdom she's picked up working in the recruiting industry."

"This is a MUST READ for anyone seeking to improve their professional standing!"

"Very helpful in understanding the steps I need to take and be successful at my future career as a big firm attorney!"

"This book has... helped educate me on the best ways to succeed in the professional world."

"Eva's customized interviewer training program will sharpen your interviewers' skills. Feedback from participants, even our most experienced interviewers, was extremely positive and included: 'TERRIFIC!' and 'No other interview trainings have been anywhere as useful and practical as this one.'"

Lisa Liss, Senior Recruiting Manager,
Holland & Knight

"Eva is very responsive to attendees' questions and presents in an interactive and engaging style. She is among our most popular professional skills presenters."

Dana Hill, Director of Learning &
Development, Mayer Brown

"Eva's insights are from years of experience recruiting and presenting at law firms - her guidance is not only practical but based on proven strategies. Her presentation truly sets up a firm to have success."

Lauren Tapper, Chief Legal Talent
Officer, Kramer Levin

"Through Eva's deep industry knowledge and training expertise, she created an engaging session on how to succeed, with personalized best practices from our stakeholders."

Alex Gharghoury, Recruiting Manager,
Brown Rudnick

"Eva's preparation sets her apart. She took the time to understand our practitioners' expectations, and the end result was a presentation perfectly tailored to our associates' needs!"

Lindsay Howard, Director of Recruiting,
Wolf Greenfield

"Eva's presentation at our new associate orientation program was just fantastic. She provides tips that help professionals thrive from day one, including insights on trust building, time and project management, and strategies to reduce the likelihood of burnout. Our associates loved the session!"

Nadine Dallitis, Professional
Development Manager, & Mary Alex
Hudson, HR Manager, Allen & Overy

"Eva's presentation is perfect for anyone seeking to improve time management skills and well-being habits. Participants walked away with valuable insights and practical steps to take into their professional and personal lives."

Krista Stonesifer, Legal Recruiting &
Integration Coordinator, Chapman
and Cutler

Akin Gump Strauss Hauer & Feld LLP	Hogan Lovells LLP	Norris McLaughlin, P.A
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	Nixon Peabody LLP	



Book a Program

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