

Lawyers' Professional Development Map

	Transition	Foundation	Partnership	Leadership
<p>Core Lawyering Skills</p> <ul style="list-style-type: none"> Legal Research Written Advocacy Oral Advocacy Negotiation Alternate Dispute Resolution Forums Counseling Skills and Decision Theory Project Management Professionalism in the Workplace Managing Client Relationships Creating High Quality Work Product Computer Applications Office Practices: Timekeeping, Filing Business Etiquette Cross-Disciplinary Applications 	<ul style="list-style-type: none"> Old and New: Best Practices Basic Structures and Forms Public Speaking Fundamentals Intro to Theory and Process Managing Multiple Deadlines Principles/PROFESSIONAL The Four Expectations Plan, Process, Polish Internet for Lawyers Developing Personal Systems Introduction to Etiquette 	<ul style="list-style-type: none"> Written Advocacy Best Practices Oral Advocacy Best Practices Getting to Yes Intro to Mediation/Arbitration Introduction to Counseling Project Management Systems Texas Lawyer Tips Power of Positive No Basic Excel Spreadsheets Systems Best Practices Accounting for Lawyers 	<ul style="list-style-type: none"> Negotiation Practicum Mediation vs. Arbitration Decision Theory and Process Civility in the Profession Managing the 4 Expectations Basic Powerpoint Group Systems Development MBA Concepts 	
<p>Personal Development</p> <ul style="list-style-type: none"> Understanding Yourself in the Workplace Maintaining Work/Life Balance Creating Trust in Relationships Health and Stress Reduction Strategies Accountability Through Group Responsible Personal Finance 	<ul style="list-style-type: none"> Your MBTI and the Workplace Time Budget Process Developing a Personal Budget 	<ul style="list-style-type: none"> Type Talk at Work Speed of Trust: Covey Investment Fundamentals 	<ul style="list-style-type: none"> Skills Finder 2.0 7 Habits: S. Covey Stress Reduction/Workplace Introduction/Participation 	<ul style="list-style-type: none"> Working From Strengths Trusted Advisor: Maister Health Assessment Master's Forum Preparatiojn for Retirement
<p>Management and Leadership Training</p> <ul style="list-style-type: none"> Developing Your Management Style Implementing Change in Staff, Clients and Firms Developing Effective Teams Leading a Professional Organization Effective Performance Evaluations 		<ul style="list-style-type: none"> Principled Accountability Law of Employment 	<ul style="list-style-type: none"> 360 Profile and Analysis Overcoming Barriers to Change Good to Great I Best Practices in Perf. Appr. 	<ul style="list-style-type: none"> Polarity Management Good to Great ii First Among Equals: Maister

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Business of Law Business Development Strategies Client Identification and Intake Law Firm Finances Billing Strategies/Alternative Payment Systems Business Decision Making Business Strategic Planning Law Firm Compensation Systems		Principles of Bus. Development Retainer Agreements Effective Billing Practices	Business Develop Workshop Lead, Silver, Platinum Overview of Law Firm Finances Alternatives to Hourly Billing Integrated Decision Making	Budgets and Performance Creating Firm Financial Security Law Firm Decisions Practicum SWOT: Creating a Plan Compensation Models
Values and Purpose Personal Purpose, Mission and Spirituality Values and the Legal System Why Your Role as a Lawyer Matters? Diversity	Your Mission: Bolles Introduction to Diversity	Personal Values Assessment True Professional: Maister	Spirituality in the Workplace You and the Legal System Trusted Advisor: Maister Leading a Diversity Program	Your Mission: Bolles Leading the Profession Half Time: Buford
Ethical Practice	Ethics in the Real World	Ethics in the Client Relationship	Counter-Intuitive Ethics	
Career Management and Alternatives Lawyers' Career Progression Designing the Perfect Job/Alternative Paths	The Evolution of a Legal Career	Pathway to Partnership What Color is Your Parachute?	Your Career Strategic Plan WCIYP Workshop Experience	

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PRACTICE AREA SKILLS				
Litigation				
Discovery	Basic Discovery Techniques	Taking and Defending Deposition	Winning in Arbitration	
Deposition	Introduction to Deposition	Effective Mediation Strategies	Jury Selection	
ADR		Trial Advocacy Practicum	Appellate Techniques	
Trial Practice		From the Bench: Courtroom Advocacy		
Effective Oral Advocacy		Creating the Appellate Record		
Appellate Advocacy				
Transactional				
Contract Drafting/Standard Provisions	Anatomy of a Contract	Power of Boilerplate	Mastering Purchase Agreements	
Transactional Process		Principles of Business Funding	Resolving Owners' Disputes	
Agreements Between Owners		Principles of Owners' Agreements	Advanced Business Taxation	
Business Taxation	Introduction/Choice of Entity		Advanced Personal Taxation	
Personal Taxation	Introduction to Personal Tax		Intellectual Property	
Other Topics	Entity Organization/Ops.	Intro to Bankruptcy Practice		