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Programme

Managing and Leading an Effective In-House Legal
Department
3-4 March 2011, London

Day 1

0900 Registration and refreshments

0930 The challenges confronting in-house lawyers

- Pressures
- Career perspectives
- Attitudes to management

1000 The need for legal services

- Building the full picture
- Risk appetite and corporate culture
- Compliance roles
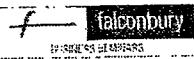
1100 Refreshments

1115 Resourcing legal services

- Options
- In-house capability
- Cost allocation options

1200 Expectations of the legal team

- Client care
- Client discipline
- Adding value or treading on toes

1245 Lunch

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1345 CONCURRENT WORKSHOPS: Refocusing legal department resource

> **Workshop 1** In-house team in one location covering one jurisdiction
>
> OR
>
> **Workshop 2** Dispersed in-house team covering several jurisdictions

1515   Refreshments

1530   Business acumen for in-house lawyers

- Management processes, tools and jargon
- The impact of what in-house lawyers do or don't do

1615   Legal awareness for non-lawyers

- Getting management buy in
- Proven techniques

1700   Close of day one

Day 2

0845   Refreshments

0900   Orchestrating the contribution of external providers

- Selecting and using
- Business interface
- Assessing performance
- Remuneration options
- Remote relationships and cultural headaches

1030   Refreshments

1045   Developing the in-house team

- Competency profiles
- Skills training
- Coaching

1130   Maximising resources

- Know-how sharing

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- Information management
- Support staff
- Work environment

1215   Influencing others

- Building relationships
- Selecting the approach to fit the situation

1300   Lunch

1400   CONCURRENT WORKSHOPS: Leadership and performance management challenges

Workshop 1 Functional responsibility without authority

OR

Workshop 2 High-performer with adversarial or non co-operative attitude

1530   Refreshments

1545   Developing yourself

- Honest-self-assessment
- Overcoming your dreads and realising your wishes
- Networking

1630   A year in the life of a head of a legal team

1700   Close of seminar

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