

Professional Development

For all attorneys:

Mentoring: Attorneys at all levels have the opportunity to participate in our mentoring program. We believe that the benefits of mentoring extend to both mentees, who receive guidance in their career development as well as mentors, whose leadership skills are enhanced through their participation.

Substantive education: Through our membership with the Practising Law Institute, our attorneys have access to cutting-edge legal education in every practice area.

Pro Bono work: Our deep commitment to *pro bono* works means that attorneys may often take *pro bono* cases of their choosing.

Community involvement: We support our attorneys becoming involved in bar associations, and professional, nonprofit and community organizations. We also provide coaching to capitalize on these memberships.

Business Development Resources: These include writing services, proposal and presentation support, individual business development coaching, and a full suite of business development research tools.

Firm Retreat: The firm holds a two-day retreat for all attorneys to build relationships with each other through team building and informal social activities. The retreat also includes workshops on business development, collaboration, diversity, succession planning, and practice group management.

For Associates:

Litigation & Transactional Training: Our most recent associate training program took place in the Philadelphia office. The program included litigation and transactional classes for which attorneys received CLE credit.

The litigation side focused on deposition training, where participants role-played taking or defending a

deposition, and had the opportunity to play the opposite role in a second training session. Faculty (made up of senior associates and partners) played the witnesses and provided feedback and suggestions for improvement. In addition, a court reporter was present, and attorneys received a transcript after the training to review and learn from their performance.

The transactional side included courses on common financial agreements, corporate opinions, due diligence in transactions, factors to consider in choice of business entity, and the tax treatment of corporations and partnerships.

After a full day of classes and meetings, our associates split into groups and played "Escape the Room Philly."

Trust & Estates Training: The Trusts & Estates Department trains its associates in drafting Wills, Revocable Trusts, Powers of Attorney, Living Wills, Trusts and other agreements. The associates work with senior attorneys, clients, fiduciary administrators and accountants to learn how to administer a decedent's estate and to create, fund and administer trusts. Associates are given opportunities to gain experience in areas such as nonprofit creation and representation, tax planning, Orphan's Court practice and can gain experience working with the IRS and other taxing authorities.

Observation Opportunities: We offers new lawyers the opportunity to observe experienced lawyers in a variety of settings including closings, negotiations, mediations, hearings, appellate arguments, depositions and witness interviews.

Take An Associate to Lunch Program: The Firm pays for the lunches of host lawyers and new associates to encourage our lawyers to build relationships with each other.

Associates Committee: The firm has an open-door policy, where all attorneys are encouraged to approach each other and firm management with ideas and concerns. To facilitate this process, we created an Associates' Committee to improve communication between associates and the partnership. The committee has an important voice in the firm's decisions on training programs, the evaluation process and bonus structures.

Associates Professional Development Committee: This Committee implements and oversees our associate training and mentoring programs; handles the annual performance evaluation of associates; monitors the professional skill development of each associate (in conjunction with the head of that associate's department or practice area); and makes recommendations on associate compensation to our Executive Committee.

Our associates are encouraged to bring issues and concerns to the attention of the Committee. Individual Committee members strive to meet frequently with associates to informally discuss issues of special interest. In addition, the Committee holds periodic meetings with all associates to exchange ideas and

receive feedback from associates on firm matters.