

DISCOVERY PROGRAMME

May 2022

 **ADDLESHAW
GODDARD**

MORE IMAGINATION **MORE IMPACT**



INTRODUCTION

At AG we are passionate about providing new routes into the legal profession, devising innovative career paths and giving the legal professionals and lawyers of tomorrow insights into the working world of an international law firm.

Whether you are making your first step onto the legal career ladder, considering a change of career or are simply interested in finding out more about Addleshaw Goddard, our Discovery Programme aims to inspire you and provide you with advice, tips and core skills as well as outlining how you can best develop them. We have built on the success of our programme last year, where all attendees said they would recommend it to others and a number of people are now seeking roles within our firm.

The four-part Discovery Programme will enable you to gain a deeper insight into working at AG in both our Transaction Services Team (TST) and our Innovation and Legal Technology team (ILT). You will hear first-hand how our paralegals and technologists work in combination with our lawyers to provide clients with the smartest, fastest and best solution to their challenges, as well as the wide-range of career pathways that are available.

About the TST

Launched in 2010, our Transaction Services Team (TST) is a pioneering response to market pressure for more efficient and imaginative ways of resourcing client assignments.

The TST is team of over 180 people, including paralegals, legal apprentices and managers delivering more for less by providing a wide range of legal assignments, in either a stand-alone or an integrated way alongside AG's lawyers, and increasingly as part of our clients' own internal teams.

The expansion of this team reflects not just the operational efficiency of our approach, but our determination to deliver better for clients, improve our own financial performance, increase the quality of our work, exploit new technology, and create an environment which is attractive to the very best people.

Over recent years, we have built on early successes, broadening the use of our TST across our business, and further improving our competitiveness by providing clients with even greater certainty and innovation.



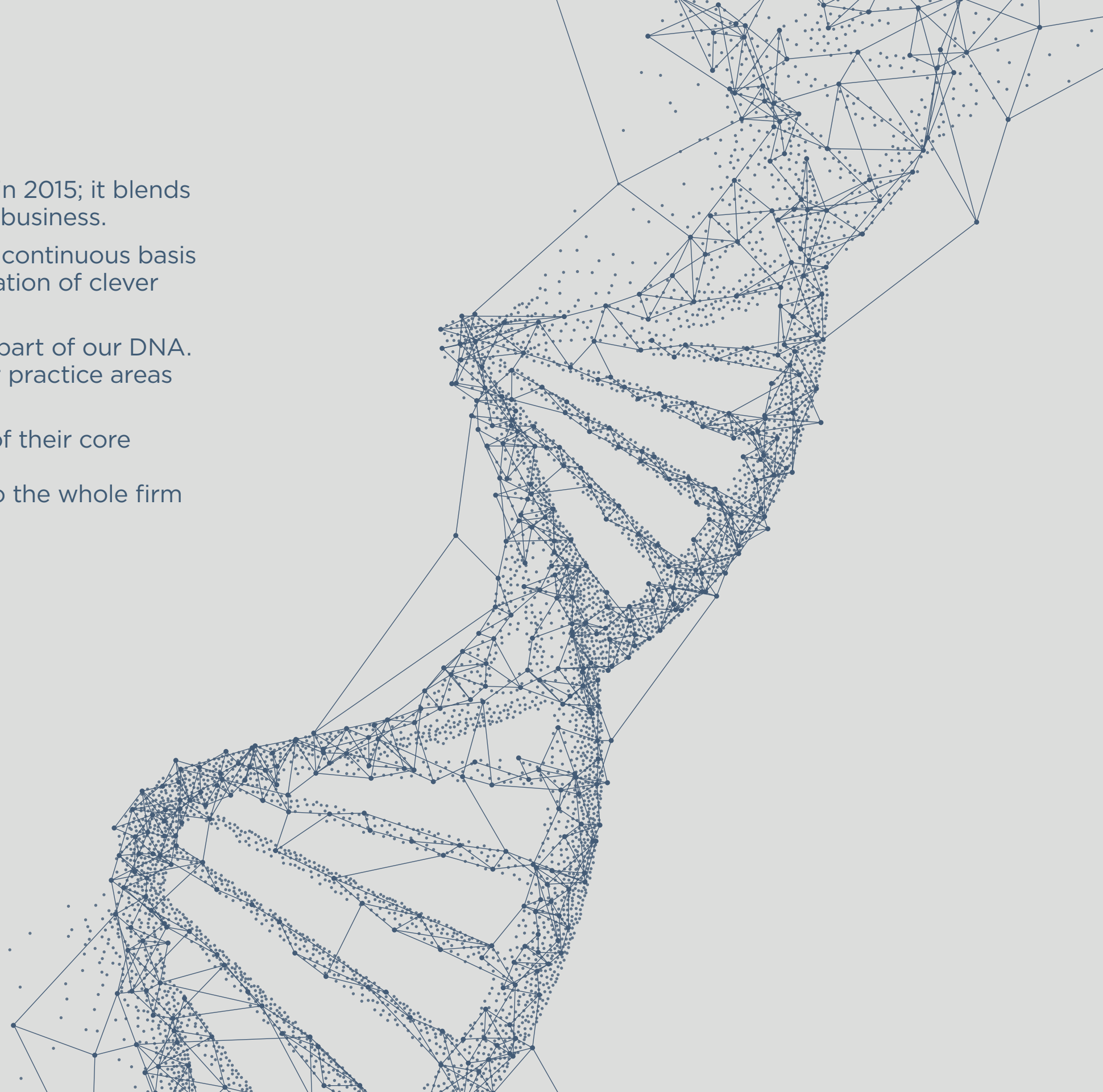
About the ILT

Our Innovation and Legal Technology (ILT) team was formed in 2015; it blends technology and legal expertise and is fully integrated into our business.

We develop, test, invest in and embrace new technology on a continuous basis in order to enable the smart delivery of legal services and creation of clever solutions to clients, both faster and more cost-effectively.

We embed a culture of innovation across the firm so that it is part of our DNA. We have formed innovation groups led by partners across our practice areas which work closely with the ILT team.

Our staff are also encouraged to focus on innovation as part of their core day-to-day roles and we have established processes to enable people to submit their ideas, recognising the best so the whole firm can continue to develop these new ways of working.



PROGRAMME OVERVIEW AND MODULE SYNOPSIS

Over the course of the four weeks, you will hear from a range of speakers on the topics below.

KEY DATES Deadline for applications 23rd February 2022

Session 1: 4 May

WEEK 1 PROGRAMME OVERVIEW

- What you can expect from the Discovery programme
- Overview of the TST and the ILT team
- Virtual Networking- getting the most from online sessions

CORE PARALEGAL AND LEGAL TECHNOLOGIST SKILLS AND COMPETENCIES

- What makes a great paralegal / legal technologist?
- How to demonstrate paralegal / legal technologist competencies
- Top tips on building your skill set

NETWORKING SESSION FOCUS

- How to make the most from virtual networking
- Core skills – how to develop or enhance skill sets

Session 2: 11 May

WEEK 2 LEGAL TECHNOLOGY

- The Innovation & Legal Technology team, what we do and who we are
- The use of legal technology in law firms
- Challenges in the legal industry
- Skills for future lawyers

PERSONAL BRAND

- Personal Brand masterclass
- Social Media masterclass – using social media to develop your professional network and profile

NETWORKING SESSION FOCUS

- ILT- Q&A with the team
- Creating your brand and building a professional network

Session 3: 18 May

WEEK 3 PROBLEM SOLVING AND CREATIVE CONFIDENCE

- Why are problem solving skills important?
- Creating value through creativity and innovation
- Tips on developing creative confidence and problem solving skills

COMMERCIAL AWARENESS

- What do we mean by Commercial Awareness?
- Why is it important?
- How can you demonstrate it/show you understand what it is?

NETWORKING SESSION FOCUS

- Tips for developing commercial awareness and putting it into practice
- Enhancing problem solving skills

Session 4: 25 May

WEEK 4 APPLICATION AND INTERVIEW SKILLS

- What are employers looking for?
- How to make yourself stand out.
- Top tips on completing forms, preparing for and attending interviews

CURRENT VACANCIES AND INCLUSIVE RECRUITMENT

- Current TST / ILT vacancies
- AG recruitment and selection process
- AG's approach to inclusive recruitment

PANEL Q&A

NETWORKING AND PANEL Q&A SESSIONS

At the end of weeks 1-3 – you will be invited to attend a short networking session with current members of the team; each session will be themed by the skills topic for that week. During these sessions, you will have the opportunity to meet members of the team in various roles in the TST and the ILT team including members of the Leadership Teams. You will hear more about individual career journeys, top tips on developing skills and advice on starting your legal career. There will also be time for questions at the end of each session.

The final session in week 4 will be a panel Q&A session. You will be invited to submit questions in advance of the panel Q&A or during the session itself. The floor is open to you to ask any questions around skill development, what we are looking for, recruitment, interview or application skills or anything on current vacancies.

1-2-1 CAREER COACHING SESSIONS

As part of our Discovery programme, we're pleased to be able to offer an optional 30 min 1-2-1 career coaching session for those who attend the full programme. The session can take place via telephone or video call and will be with a member of the TST or ILT Leadership Teams. During the session, we can offer advice on:

- making the most of your skills and experience for applications or interviews;
- how to stand out on application forms and during interviews; and
- current vacancies within the teams.

The sessions are independent, general advice sessions and do not form part of the recruitment process for any vacancies within the TST or the ILT team. Please note that the sessions will be confidential and offered only in relation to participation in the Discovery programme.



As someone who is looking for a paralegal position and being an aspiring trainee, I found the content really useful.

Previous attendee



The networking sessions were brilliant! Everyone provided helpful advice, and gaining first hand advice from people of all levels was particularly useful

Previous attendee



Honestly, one of the most useful things like this that I have attended - and I've attended a lot of events and open days. Thank you

Previous attendee

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