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# PROFESSIONAL TRAINING

## Law firms



The professional training organization  
for law firms and legal departments

01

## A VISION

Let's build tomorrow's firms

02

## A MISSION

Let's increase attorneys' and their associates' skills to make digital transition a competitive advantage

Innovative and  
custom designed  
trainings...



... At your firm In groups  
or individual "coaching"...



... for all participants:  
partners, associates,  
support staff

03

## CERTIFIED TRAINERS

35 + high-level trainers selected according to their specific expertise, their animator qualities and their knowledge of the legal sector



Firm  
Development



Management



Professional  
Efficiency



Digital Tools



Outils  
digitaux



Business  
English

04

## SATISFIED CLIENTS

Client satisfaction at the heart of our trainings

**+3500**  
people trained  
in 2018



**55%**  
attorneys



**45%**  
support staff



all over  
**FRANCE**

05

## TWO GENERATIONS OF COMMITTED DIRECTORS

Jobberwocky is "ISQ-OPQF" qualified in "Management Techniques and Methods" and "Professional Languages."

With the Responsible Supplier Relationship Charter, we are committed to paying our trainers and suppliers within 48 hrs.



Charte  
RELATIONS FOURNISSEUR  
RESPONSABLES



à  
MINISTÈRE DE L'ÉCONOMIE  
ET DES FINANCES







RESPONSIVE AND  
DIGITAL FIRM®

**“Mastering digital tools allows the attorney to focus on what makes his specificity and his talent: creativity, empathy and the sense of relations”**

## OBJECTIVE

To make digital transition a competitive advantage for law firms

## CURRICULUMS

- The Law Firm’s Digital Strategy
- CSR and Attorneys (Corporate Social Responsibility)
- Partners, Digital Managers
- Chief Happiness Officer
- “Legal” Project Management
- Design Thinking
- Legal Design
- Social Networks, Employer Brand and Client Conquering
- Digital HR
- Time Management in Digital Days
- Efficiency Gain with Digital Tools



# PARTNERS, ASSOCIATES

## FIRM STRATEGY

- Firm Vision Tree
- Firm Values
- Rethinking Strategy
- Firm Digital Strategy

## CLIENT RELATIONSHIP

- Client-Attorney Relationship
- Legal Services Sales Model
- Knowing How to Discuss Fees
- Knowing How to Sell One's Added Value
- Successfully Conducting a Business Lunch

## COMMUNICATION

- Bettering Client Communication
- Problem Solving Techniques
- Managing Complex Personalities
- Internal and External Clients, Conflict Management
- Key Mediation Techniques
- Knowing How to Negotiate

## MANAGEMENT

- Partners Managers, the Fundamentals
- Becoming a Partner
- Female Partners and Leadership
- Daily Management
- Managing Change
- Attorney Responsible Manager
- Recruiting: Subjective Bias
- Managing and Developing Y, Z Associates Loyalty
- Managing Priorities and Delegating
- CSR and Attorneys (Corporate Social Responsibility)

## BUSINESS DEVELOPMENT

- Firm Development, Fundamental Techniques and Tools
- The Attorney as a Developers Key Skills and Practical Tools
- Knowing How to Pitch, in Writing and Orally

## ATTORNEY FINANCES

- Fundamentals
- Activity Profitability
- Activity Financing
- Reading and Using Annual Accounts
- Firm Accounts
- Steering the Firm
- Setting Fees and Selling One's Added-value
- Understanding Clients' Accounts
- Corporate Acquisitions

## PROFESSIONAL EFFICIENCY

- Successful Public Speaking
- Media Training
- The Attorney as an Occasional Trainer
- Successfully Conducting a Business Lunch
- Benefiting from a Client Event
- Law Firms, Adopting the Codes
- Time Management in a High Pressure Environment

## WORK LIFE QUALITY - ATTORNEYS

- Efficiency and Performance Curriculum
- Speaking in Public and Pressure Management Curriculum
- Balance and Posture Curriculum
- Health Curriculum

CUSTOM DESIGNED  
TRAININGS  
between 12H and 14H30  
or half day

JOBERWOCKY  
PLUSES

SERVICE ORIENTED  
EXCELLENCE  
PROXIMITY

**CUSTOM DESIGNED TRAININGS** - between 12h and 14h30 or half-day

- + Time validated for purposes of mandatory attorney and employee trainings - certificate for the BAR - 20 hrs.
- + Dedicated telephone and physical reception at 76 Ave. Marceau - 75008 Paris
- + Training projects preparation meetings at your firm
- + Proposal and budget within 24hrs.
- + Digital Training Management

Thank you for trusting us

Aramis, Armand & Associés, Ashurst, Avanty Avocats, BG2V, BRL Avocats, Bolze Avocats, Bredin Prat, Cabinet Le Prado, Capstan, Claris Avocats, Clyde & Co, CMS Francis Lefebvre Avocats, CPC Avocats, Curtis Mallet Prevost & Mosle, Darrois Villey Maillot Brochier, Davis Polk, Dentons,

# SUPPORT STAFF

## CORE BUSINESS

- Assistants at the Center of the Firm
- Assistants, Positioning, Missions
- Assistants, Quality Service
- Excellence: Benchmark Assistant
- Team Working
- Office Sharing
- Receptionists at a Law Firm
- Reception and Relational Elegance
- High Quality and Telephone Reception Services

## OFFICE MANAGER, GENERAL SECRETARY

- Office Manager, General Secretary, the Firm's "Core"
- Cross-management
- Better Managing to Avoid Psychosocial Risk
- Finances and Managing the Firm
- Human Resources and the Firm
- Business Development
- Chief Happiness Officer

## PROFESSIONAL EFFICIENCY

- Managing Priorities in a Tensed Environment
- Stress Management and Self-assertiveness
- Desktop and Collaborative Tools Management
- Managing the Digital Tsunami

## COMMUNICATION

- Assistant-Attorney Communication
- Communicating with Internal and External Clients
- Managing Complex Personalities
- Knowing to Self-Assert

## WORK LIFE QUALITY

- Psychosocial Risks
- Stress and Posture
- Posture and Musculoskeletal Disorders
- Visual Fatigue
- Nutrition, Sleep
- Memory and Concentration
- Anti-fatigue and Immunity Strategy
- Digital Detox

# FUNDAMENTALS

## ENGLISH

- Business English
- Legal English
- Public Speaking
- Successfully Conducting a Business Lunch
- Preparing a Client Meeting, Seminar, Client Training

## BUSINESS SPANISH AND GERMAN

## FFL - FRENCH AS A FOREIGN LANGUAGE

## FRENCH

- Spelling and Grammar Coaching
- Mastering Professional Writing



## OFFICE AUTOMATION AND THE WEB

- Office 365 Pack
- CAM (Computer Aided Manufacturing), InDesign, Illustrator, Word Press

## SOCIAL NETWORKS

- Digital Identity, Presence and Influence Strategy
- Knowing How to Recruit On Social Media
- Gaining Clients using LinkedIn





# TESTIMONIES

"I attended the **Attorney-Client Relationship** training, which allowed me to adopt a more dynamic management of my files."

*Alexandre de Louvigny – Attorney  
AVANTY avocats*

"We designed a **curriculum for our Assistants** in partnership with the Joberwocky pedagogical team. Beyond the obvious acquisition of personal development notions, this type of curriculum allows us to gather assistants from different departments whom would not have the opportunity to meet each other otherwise and to allow them to enjoy a moment of conviviality. If we were to retain three words, they would be: cohesion, exchange, development."

*Agnès Beaux-Potier – Head of Trainings  
CMS Francis Lefebvre Avocats*

"The **Office Automation Training** sparked a unanimous positive opinion. The trainer was attentive, very clear in his explanations. We were able to ask as many questions as we wanted. For certain assistants, incorporating the training information in their work occurred naturally as early as the next day.

This type of training, internally, incites exchanges and adaption in the daily routine of all employees. Contrary to outside trainings, the trainer was able to personalize the topics discussed.

Each participant became aware of the time gain brought by this training."

*Assistants and Communication teams  
Seban & Associés*

"**English classes** offered by Joberwocky allow me, within my activity in labor law, to:

- Improve client email drafting: with a fuller vocabulary and better formulation, my sentence structure gains in fullness and quality;
- Be more at ease when deciding on fees: we specifically worked on this issue, which is often a sensitive issue our oral and written client exchanges;
- To be more intelligible orally: speaking for 1.5 hr. each week helps me to apprehend less speaking in English publicly and allows me to be more eloquent."

*Vincent Marty – Attorney  
HOCHE Avocats*

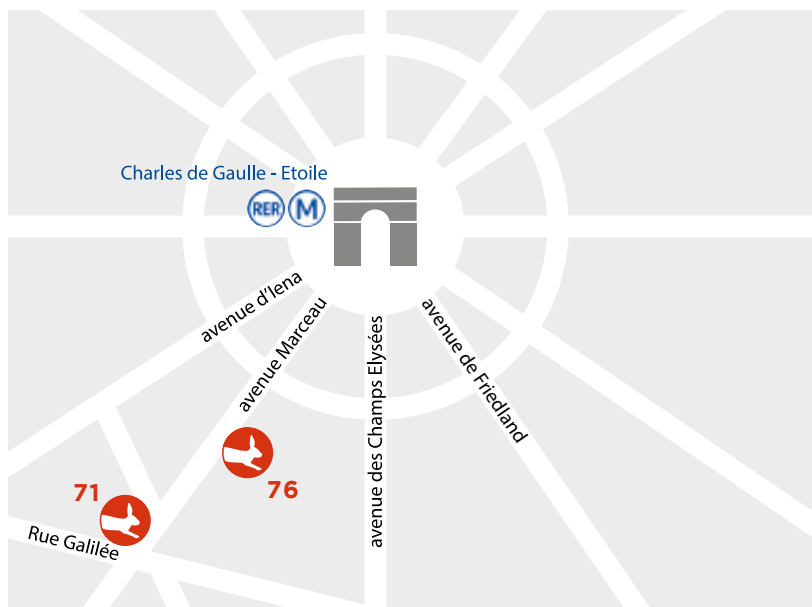
My training in Cross-Management allowed me to better apprehend my work as an Office Manager, my relationship to others and my positioning in the firm.

By reinforcing my self-esteem, in my capacities and expertise, I now know how to take a step back from events in order not to react on the spot and hurriedly.

I am capable of better asserting my opinions and convictions, finding the arguments to convince, to offer ideas, while listening and hearing other's opinion calmly.

This coaching is beneficial to me in my professional life."

*Nasreen Sereis – Office Manager  
Nomos*



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