PROFESSIONAL TRAINING

Law firms

01 55 30 09 19
WWW.JOBERWOCKY.COM

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Corporate Attorney, Dentons

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Attorney, Head of the IT Counseling Department, Lexing
Member of the Council of the Paris Bar

GAËLLE POULIQUEN-RIVIÈRE
General Secretary
Flichy Grangé Avocats

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Partner, Private Equity M&A
McDermott Will & Emery

ANNE GROSZ
Outsourced Office Manager
Law Firms

Cover photography: Dean Dorat - Graphic conception: Florent Miossec

The professional training organization
for law firms and legal departments

A VISION
Let’s build tomorrow’s firms

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

SATISFIED CLIENTS
Client satisfaction at the heart of our trainings

04

45%
+3500 people trained in 2018

55%
attorneys
all over FRANCE

TWO GENERATIONS OF COMMITED DIRECTORS
Joberwocky is “ISQ-OPQF” qualified in “Management Techniques and Methods”

05

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

03

Firm Development
Digital Tools
Outils digitaux

Management Business
English
Professional Efficiency

Déclaration d’activité enregistrée sous le n° 11 75 46828 75 auprès du Préfet de Région d’Île de France

JOBERWOCKY
Head Quarters
71, avenue Marceau
75116 PARIS

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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 COMMITED DIRECTORS
Joberwocky 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.
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Follow Joberwocky on avenue de Friedland
7671
OBJECTIVE
To make digital transition a competitive advantage for law firms

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

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
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
+ 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, Bredit Prat, Cabinet Le Prado, Capstan, Claris Avocats, Clyde & Co, CMS Francis Lefebvre Avocats, CPC Avocats, Curtis Mallet Prevost & Mosle, Darrois Villemaur Billot 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

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

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

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
“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

“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

“Attorney-Client Relationship training, which allowed me to adopt a more dynamic management of my files.”
Alexandre de Louvigny – Attorney
AVANTY 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 earing other’s opinion calmly. This coaching is beneficial to me in my professional life.”

Nasreen Sereis – Office Manager
Nomos

“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

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