

PROGRAM CURRICULUM

1. First Presentation (January) — *Introduction to Transition to Practice and Attaining Success and Maintaining Integrity for the Beginning Lawyer*

- a. Orientation to the Transition to Practice Program
 - i. Discussion of its goals and purposes
 - ii. Review the program's schedule and six presentations
 - iii. Discuss the crucial mentoring component and its importance
 - iv. Discuss commitment expected from all Transition to Practice participants
 - v. Matching of mentors with participants (the individuals will meet one another at the end of the presentation)
- b. 10 Tips for Being a Great Mentor
- c. Breakout discussion

Resources:

Dallas Bar Association, Transition to Law Practice
www.dallasbar.org/tlpp (click on "Training Materials")

ABA Young Lawyers Division/StoryCorps Mentorship Project
www.abanet.org/mentoring

Texas Young Lawyers Association, *Ten Minute Mentor*
www.tenminutementor.com

2. Second Presentation (March) — *Everything the Beginning Lawyer Needs to Know About Dealing with Clients (Selecting, Attracting, Maintaining, and Firing Them) and The Generation Gap: Communicating with Non-Gener Xer Client and Lawyers*

- a. Generation Gap speaker
- b. Critical basics of the attorney/client relationship
 - i. How is it formed, how long does it last, and what ends it?
 - ii. How do you determine if it exists?
 - iii. What are its consequences?

- 5. Fifth Presentation** (September) — *Indispensable Legal Writing Instruction for the Beginning Lawyer*
- a. Effective writing principles (mistakes beginning lawyers commonly make)
 - i. A legal writing speaker or a legal writing faculty member
 - b. Panel discussion: “What works, what doesn’t work” in transactional and litigation drafting
 - ii. The panel will emphasize the professionalism issues that are implicated by clear, straightforward, and non-deceptive drafting

Resources:

Texas Bar Journal, Advice on Legal Writing by Prof. Terri LeClercq

www.texasbar.com/Template.cfm?Section=Texas_Bar_Journal1&Template=/ContentManagement/ContentDisplay.cfm&ContentID=6556

TexasBarCLE, “Drafting Contracts: Top 10 Things NOT to Put In Contracts” (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=8437

TexasBarCLE, “State Bar Resources That Help You Practice and Manage Your Practice // What I Wish I Knew When I First Got Licensed // Negotiation Techniques for the New Attorney // Legal Writing in the Real World” (online class)

<http://www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=8466>

- 6. Sixth Presentation** (November) — *The Beginning Lawyer’s Opportunities in, and Responsibilities to, the World Beyond the Office and Program Wrap-up*
- a. Panel discussion
 - i. Pro bono and legal services to the poor
 1. Local pro bono program
 2. Texas Access to Justice Commission
 3. Legal services providers in Texas
 - b. Organizations within the community to which lawyers contribute their time and talents
 - c. Public/governmental service
 - d. Your obligations to the community as a member of the legal profession
 - i. How to find the right opportunity for you
 - ii. How service (to others) leads to satisfaction (for you)
 - e. Introduction to local bar association
 - i. Discussion of its sections and committees
 - ii. Overview of its calendar

- i. Depression, substance abuse, and stress
- ii. Maintaining relationships with those who matter to you
- iii. Warning signs, avoidance strategies, and keys to a healthy life as an attorney
- d. Professionalism implications of the wellness issue

Resources:

Texas Lawyers' Assistance Program

www.texasbar.com/tlap

State Bar of Texas, *Practicing from the Shadows: Depression and the Legal Profession*

For copies of DVD, call TLAP at (800) 343-8527 or stream at:

[mms://media01.manexa.com/txbar/PracShadowsBroadband.asf](https://media01.manexa.com/txbar/PracShadowsBroadband.asf)

American Bar Association, *What Lawyers Need to Know About Suicide During a Recession: Prevention, Identity, and Law Firm Responsibility*

To download ethics CLE from American Bar Association, go to:

www.abanet.org/legalservices/colap

4. Fourth Presentation (July) — *Malpractice Traps for the Beginning Lawyer*

- a. Types of mistakes to which beginning lawyers fall victim (particularly those that are not obvious or intuitive)
- b. Presentation by an representative of a malpractice carrier, a firm's ethics/risk management partner, or law school professor
- c. Panel discussion, "Close calls I had as a beginning lawyer (and those I now see beginning lawyers have)"

Resources:

Texas Center for Legal Ethics and Professionalism, "Common complaints clients have about attorneys"

www.txethics.org/EthicsResources.aspx

State Bar of Texas, Information on attorney discipline system

www.texasbar.com (Click on "Client Assistance and Grievance")

TexasBarCLE, "Common Disciplinary Rule Violations // Imposing Sanctions" (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=8884

1. The attorney/client privilege
2. An attorney's duty to the client and to others
3. Treatment of client information, assets, and funds
- iv. What to look for in a potential client
- v. Warning signs in a potential client
- vi. How to develop business effectively and ethically
- viii. Seek work within your capabilities
- ix. From the client's perspective, what builds solid attorney/client relationships?
- x. Tips from successful lawyers for developing and maintaining business
- ii. How to know when to disassociate from a client and how to do it
- xi. No amount of business will compensate you for the loss of your integrity

Resources:

TexasBarCLE, "Effective Advocacy for the New Generations: Communication with Generation X and the Millennial" (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=7838

TexasBarCLE, "Judicial Panel on Success for New Lawyers // Working with Others in Practice // Starting/Building a Practice // How to Succeed in First Trial or Transaction: Keys to Victory in Court or Boardroom" (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=8467

TexasBarCLE, "Management Lessons Learned from the Texas Lawyers Creed" (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=7997

** For custom CLE packages, contact Laura Angle with TexasBarSolutions at (512)250-5575 or langle@texasbar.com.*

- 3. Third Presentation (May) — *Satisfaction, Fulfillment, Wellness, and Happiness for the Beginning Lawyer***
- a. Panel discussion
 - b. How to thrive and find satisfaction in your practice
 - i. From the perspective of an established lawyer and a lawyer who recently completed the "beginning" stage of his or her career
 - ii. Benefits of bar experience in achieving a satisfying career
 - iii. Why people stay at (and why people leave) their firms or other offices
 - iv. From the perspective of a legal placement professional or other consultant
 - v. From the perspective of attorneys who wrestled with these issues
 - c. The health risks every lawyer faces and how to address them

- e. Resources and benefits available to the beginning lawyer
 - i. CLE and skills seminars
 - ii. Networking/business development
 - iii. Pro bono and legal services to the poor
 - iv. “Member benefit” agreements with vendors
 - v. Collegiality and friendship
 - vi. Heightened satisfaction as a lawyer
 - vii. Introduction to local specialty bar associations
- g. Transition to Practice wrap-up
- h. Closing reception

Resources:

Texas Access to Justice Foundation, *Justice for All Texans* (video narrated by Bill Moyers)

www.teajf.org/news/video/JFAT_Rev_2005.wmv

Texas Access to Justice Foundation, *Pro Bono: The Difference Is You* (video narrated by Dan Rather)

www.teajf.org/news/video/ProBono-short_web2.WMV

Texas Lawyers Help

www.texaslawyershelp.org

Texas Young Lawyers Association, *Survival Guide for New Lawyers*

www.TYLA.org/pdfs/TYLASurvival%20Guide.pdf

TexasBarCLE, “Dealing with Difficult Opposing Counsel // Effective Client Communication // Noble Lawyer and Rehabilitation of Profession // Striking Balance: How to Salvage Life and Sanity as You Strive to Get Ahead” (online class)

www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&IID=8465