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Titolo	Excellence in the workplace : legal & life skills in a nutshell // by Kay Kavanagh, Paula Nailon
Pubbl/distr/stampa	St. Paul, Minnesota : , : Thomson/West, , 2007 ©2007
ISBN	1-62810-562-3
Descrizione fisica	1 online resource (290 pages) : illustrations
Collana	West nutshell series
Disciplina	340.02373
Soggetti	Lawyers Total quality management Organizational effectiveness Quality of work life Work ethic Employee motivation
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Everything you need to know -- Dressing the part -- The social graces -- Overcoming shyness -- The art (or horror) of networking -- Making most of meetings -- Working well with others -- The art of being supervised -- The art of supervising -- Working with support staff -- Managing written assignments -- Research -- Writing checklist -- Feedback -- In-person communication with clients & others -- Giving formal and informal presentations -- E-mail uses and abuses -- Time management, including procrastination -- Advice from employers : how to succeed on the job -- Managing stress -- Handling conflicts at work -- How adults learn : and why it matters -- Talking 'bout my generation -- Emotional intelligence : the key to excellence for law students and lawyers -- Workplace diversity -- Finding (and keeping) balance in work and life -- What skills do lawyers need? -- Speaking of values, ethics & judgment -- For law students : perspectives on returning to school -- First-year career plan : a guide exercise -- Get a mentor : expand your world -- Practical lawyering skills : how to acquire them in law school -- Career office resources -- Deciding

whether the job is right for you -- Salary negotiations -- Money matters -- Law firm economics : understanding the business side of the profession.

Sommario/riassunto

"A people-skills book for new lawyers, law students, paralegals, and pre-law students. Identifies skills lawyers need; addresses getting practical lawyering skills and help you need--on the job and in law school. Chapters on emotional intelligence, diversity, meetings, time management, managing writing and research assignments, meeting with clients, working with your supervisor, supervising others. How to get feedback, cope with stress and conflict, seek balance, master public speaking and oral communication. Addresses the first day, shyness, meals, dress, cultural differences, networking, judgment, values, ethics, e-mail, and e-professionalism, building a career plan, career office resources, deciding if a job is right for you, negotiating salary, law firm economics, managing money. Advice from employers, insights from students."--
