

LAWYER TO LAWYER MENTORING PROGRAM
WORKSHEET Y
INTRODUCTION TO OFFICE POLITICS

Worksheet Y is intended to facilitate a discussion about office politics, including appropriate networking, socializing and personal behaviors.

* * *

- If mentoring in-house, discuss the type of social climate that exists in the office, including whether staff is expected to be formal or informal with each other, whether there are social functions that the new associates are expected to attend, the types of expenses for which it is appropriate to file an expense report, the personalities of partners, colleagues, and other staff, the appropriate and expected attire at the office and other firm events, etc.
- If mentoring in-house, discuss the preferences and expectations of the new lawyer's supervisor. Share tips that the new lawyer could use to impress his or her supervisor.
- Suggest appropriate ways for the new lawyer to socialize and get to know other attorneys and judges in the community.
- Discuss the types of social or office behaviors that could be perceived as detrimental for a new lawyer's career, both with colleagues inside and outside of the new lawyer's office.
- Explain to the new lawyer each non-lawyer employee's role in the mentor's office/firm, including the employee's title, job duties, and relationship to the new lawyer (if any) if in an in-house mentoring relationship.
- Discuss the importance of having support staff on your team and treating them with respect.
- Share suggested "do's and don'ts" of dealing with support staff, colleagues, and those more senior than the new lawyer.
- If the new lawyer has an assistant, secretary and/or paralegal, explain the types of task that are appropriate (and inappropriate) to ask each of them to do.
- Discuss the importance of asking for help before taking action about which you are not sure and of obtaining assistance when you have made a mistake. Give the new lawyer examples of problems you have encountered and tried to solve without help and discuss the consequences that occurred.
- If mentoring in-house, discuss the office culture with regard to decision-making and the new lawyer's authority to do so.

- Talk about how to develop appropriate support systems of persons with whom the lawyer can discuss problems when they arise.

RESOURCES

KIMM ALAYNE WALTON, WHAT LAW SCHOOL DOESN'T TEACH YOU...BUT YOU *REALLY* NEED TO KNOW (2000) CAN BE PURCHASED AT THIS LINK

[HTTP://WEST.THOMSON.COM/PRODUCTDETAIL/13686/41095910/PRODUCTDETAIL.ASPX](http://west.thomson.com/productdetail/13686/41095910/productdetail.aspx)