

Trainee Programme Overview

Rotation 1

INDUCTION

Getting Started

Following introductions and a tour of the building, the agenda includes training sessions and inductions for trainees to learn more about the firm's practice groups.

Office Training

Comprehensive training sessions on the following topics:

- Outlook and iManage
- Health & Safety and IT Security Webinar
- Elite, webview and narrative
- House Styles
- Filing Procedures
- Shoretel Telephone System
- Workflow Client Accounts
- Compare Docs

(WEEK 1- WEEK 2)

DEPARTMENT SPECIFIC TRAINING

Banking & Finance

- Practical Guide: How to complete a Company Report
- Anatomy and Mechanics of Loan Agreement
- Introduction to Security
- Practical Steps in a Secured Lending Transaction
- Introduction to Aviation

Corporate

- Buying and Selling of Businesses
- Intellectual Property
- Data Protection

Employment

- Overview of Employment

(RUNS THROUGHOUT WHOLE ROTATION STARTING WEEK 2)

SKILLS TRAINING

Skills

- Managing a Meeting
- Team Work
- Time Management

(WEEK 4 - WEEK 8)

KNOWLEDGE TRAINING

Information

- Intro to KMS
- Westlaw
- PLC
- Legal Search & Know How
- Online Sources
- Lexis
- Legal Research Legislation & Caselaw

(WEEK 3 - WEEK 8)



Jan/Apr - Sept

PPCI

Revision session on conveyancing

(FEBRUARY)



Rotation 2

DEPARTMENT SPECIFIC TRAINING

Funds

- Introduction to Funds
- Central bank's ONR system
- Orion
- UCITS Cross-Border Notification Procedure
- Swiss Prospectus filings

(APPLIES TO BOTH ROTATION 2 AND ROTATION 3)

SKILLS TRAINING

- Effective Business Writing
- Presenting with Impact
- Networking Essentials
- Personal Effectiveness

(RUNS THROUGHOUT ROTATION 2 & ROTATION 3)

Apr - Sept

Sept - Mar

Rotation 3

DEPARTMENT SPECIFIC TRAINING

Litigation

- Introduction to Litigation
- Discovery/Preparing a Brief

(RUNS THROUGHOUT WHOLE ROTATION)

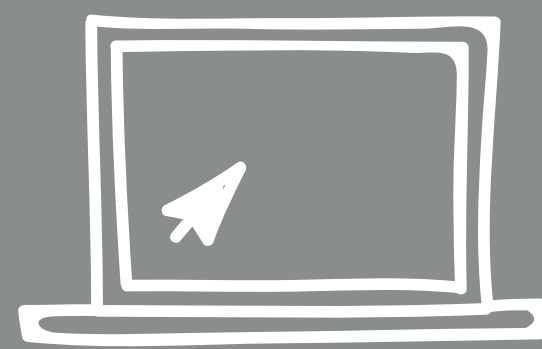
DEPARTMENT SPECIFIC TRAINING

Property

- Intro to Property
- Steps in a Conveyancing Transaction
- Reading Title
- Drafting Contracts, Closings & Post Completion Issues
- Simple Lease Agreement

(RUNS THROUGHOUT WHOLE ROTATION)

PPCII



Sept - Mar

Apr - July

Rotation 4

DEPARTMENT SPECIFIC TRAINING

Tax

- Introduction to Tax
- AlphaTax
- Accounting session

(RUNS THROUGHOUT WHOLE ROTATION)

SKILLS TRAINING

PPCII Due to Qualify

- Becoming a Top Class Lawyer
- Winning Business



QUALIFICATION



July - Dec