For more information and to register to participate in any of these programs, please visit Penn Law’s Center on Professionalism website, available at https://www.law.upenn.edu/careers/professionalism/ and click on the ‘Programs’ tab.

**Spanish Language for the Legal Professional Bootcamp**
Monday, January 5th – Friday, January 9th

In this intensive five-day bootcamp program, an experienced legal professional with distinguished Spanish proficiency will instruct J.D. students who possess intermediate to distinguished Spanish language proficiency and who may one day practice law in an environment in which Spanish is a predominant language. The program will cover a variety of topics that will be relevant to a Spanish-language practitioner’s practice and will provide students with the opportunity to focus on the intersection between their legal and linguistic skills.

**The Art of Taking, Defending and Preparing for Depositions**
Monday, January 5th – Thursday, January 8th

Experienced plaintiff’s attorney Tad LeVan of LeVan Law Group will guide students through the nuts and bolts of preparing for, taking and defending depositions. Using a combination of lecture, guest speakers and simulations, students will learn Deposition Basics, The Law Applicable to Depositions, Deposition Logistics and Strategy, Techniques for Defending Depositions and How to Depose Expert Witnesses. The program culminates with a full-day simulation in which students will take and defend a deposition.

**Penn Law Public Speaking Society**
Regular Weekly Meetings: Wednesday at 5pm

Participate in a unique student-led program designed to support students in developing communication and leadership skills in a positive and supportive environment that represents a community of learners. Attend a meeting and reap the many benefits the Penn Law Public Speaking Society provides: developing relationships with classmates, providing opportunities for leadership, finding your communication style and developing confidence when speaking in front of a group. This low-stakes, high-impact group will meet every Wednesday at 5pm. No experience necessary and all students are welcome!
Corporate Transactions Bootcamp
Noon-2pm on Monday, January 26th, Monday, February 2nd and Monday, February 9th

In this intensive, three-session series, Michael Movsovich L’92, Senior Corporate Attorney with Kirkland & Ellis, and his colleagues will lead interactive exercises designed to introduce law students interested in corporate transactions to the basic principles underlying these transactions. Students will gain hands-on experience and expert feedback on simulations designed to replicate actual corporate transactions.

Financial Planning Series
January 2015

Part of becoming a professional is understanding the many personal finance issues professionals encounter as they transition from school to career. Penn Law’s Financial Aid Office will host several experts, including Ann Durandetta from Access Group and Dr. Jeffrey Hanson to teach students about topics that include budgeting, health and life insurance policies, debt management, student loan repayment and ToLRAP and Public Service Loan Forgiveness. The Financial Aid Office will send students additional information about each session early in the Spring semester, so stay tuned!

Microsoft Word: Advanced Skills for the Legal Professional
Friday, January 30th from 1:30-5

Microsoft Expert Craig Brody guides students through a series of hands-on exercises designed to enhance students’ working knowledge of the essential Microsoft Word commands today’s legal professionals use most frequently. Using a sample appellate brief, Mr. Brody shows students how to create a highly functional and polished legal brief that users can efficiently update and change as needed, using appropriate Microsoft Word tools.

Speed Networking
Tuesday, February 3rd at 5pm

Practice your interviewing techniques and professional relationship-building skills in a fun and fast-paced environment! Regional alumni and other practitioners and professionals will pair up with law students for brief periods of time to practice professional networking techniques. Students will have the opportunity to move from one practitioner to the next, building relationships, strengthening professional communications skills and learning more about the many ways students can use a Penn Law degree! The Center on Professionalism will email students with more information in January.

Microsoft Excel Level 3: Part 1
Friday, February 6th from 12-5

Microsoft Excel Level 3: Part 2
Friday, February 13th from 12-5

Learn even more tips, tricks and shortcuts for Microsoft Excel from Microsoft expert Craig Brody. For those who enjoyed Mr. Brody’s Excel Fundamentals (Levels I and II) program, Level 3 provides the opportunity to explore Excel further, tackling such topics as Creating Pivot Tables, Analyzing Data with What-If Analysis, Advanced Formatting, Learning Conditional Formulas and more!

1L Professionalism Cohort Meeting #3
Monday, February 9th at noon

1L cohorts will meet to discuss the importance of receiving and applying feedback in a legal academic environment, during summer job experiences and, later, as permanent employees in a professional organization.

Defining Success and Maintaining Confidence During Law School and Beyond
Thursday, February 12th at 4:30pm

Lawyer and psychotherapist Gail Cummings will lead this program, which gives students the opportunity to reflect on how law school has changed their impressions of themselves and their short- and long-term goals, to identify opportunities to receive feedback and improve during law school and to think about how to make the most of the balance of their time in law school.

LinkedIn Photo Op
Week of February 16th (exact date and time TBD)

Students will have the opportunity to pose for a professional headshot. These headshots will become especially useful to students as they begin building their professional network, applying for jobs and building their online presence and professional presentation.
“Just-In-Time” Communications Coaching
Tuesday, March 17th (10:30-2:30); Wednesday, March 18th (12-4); Thursday, March 19th (1:30-5:30)
Oral communication is a critical skill in many legal practice areas. Wharton Communications Expert Ann Fischer meets with students in one-on-one sessions and spends 45 minutes with each student to determine areas for improvement and to provide suggestions for further practice opportunities. Space is extremely limited—look for more information in an upcoming Center on Professionalism email invite!

2L Professionalism Cohort:
Monday, March 16th at noon
During this lunchtime panel discussion, hiring attorneys from diverse legal services organization will share their tips with students about how they can make a positive impression on their employers during their 2L summer, red flags they should be able to identify during their mid-summer evaluation (and steps they should take to course-correct, if necessary) and the contributions and attributes that most impress legal employers.

Penn Law Practices: E-Discovery Workshop for 1L Students
Monday, March 16th at noon
In this 75-minute program, Jason Lichter, Pepper Hamilton’s Head of E-Discovery and Litigation Support, leads 1L students through a simulation that introduces basic principles of e-discovery. Mr. Lichter will challenge students to place themselves in the shoes of attorneys dealing with an e-discovery issue that affects her client and to develop arguments to support and defend the client’s position. This fun, interactive session will offer new law students a glimpse of what e-discovery is, its increasing importance in litigation and why students will enhance their professional skill set by learning more about it during law school.

Penn Law Practices: Nuts & Bolts Series
Noon–1:15 on Tuesday, March 17th, Tuesday, March 24th, Tuesday, March 31st
Recent law school graduates and current junior-level practitioners speak with students about the things they wish they had known on day one of their legal practice. Each session includes an experiential learning activity that is designed to give students a sense of the types of tasks a junior attorney might encounter in the early days of practice. Each session in the series will focus on one practice area, including Litigation: Discovery, Corporate Transactions, Criminal Law, Health Law and International Law.

Center on Professionalism Capstone Speaker Sheila Heen
Monday, March 30th, noon-1:15
Feedback is a powerful engine for learning and growth, and an unavoidable aspect of student life, personal life, and professional life. Yet so much of the feedback we get is indirect, unspoken, unskilled or unfair, (and frankly, you’re just not in the mood). Sheila Heen, Harvard law faculty and co-author of the New York Times business bestseller Difficult Conversations will talk about her new book Thanks for the Feedback, and teach us how to manage the pain of feedback, and turn even off base, poorly delivered feedback into valuable learning, enabling you to take charge of and accelerate your learning in all aspects of your life.

1L Professionalism Cohort Meeting #4
Monday, April 20th, Noon–1:15
In the final 1L professionalism cohort meeting, the groups will review some tips for a successful summer work experience by navigating some common internship hypotheticals, determine which professional skills are needed to navigate different professional situations and how students can enhance these skills during their summer experiences and 2L and 3L years. Administration Liaisons will field any last-minute questions 1L students have before they depart for the summer.