

# LEADING MINDS

Human sustainability in the legal sector

## Trainee Solicitor Touchpoints

### Induction

- Have you shared any accessibility needs with your supervisor?
- Agree core working hours and in-office days with your supervisor. Who is your point of contact if your supervisor is not in the office?
- Identify preferred communication style e.g. Teams chat, phone or email
- Have you been introduced to the wider team including partners or associates who you will be working with
- Are you aware of the mental health support systems offered at the firm?
- Enquire what role pro bono/committee work can/should play in your role. Is there a billable hours number for this?

### Allocation

- Schedule a weekly/monthly check-in to update on progress and ensure you are meeting core competencies
- Ensure your supervisor is kept up to date with any tasks/projects you are involved in for the wider team
- If you are at full capacity clearly communicate this with your supervisor/team to enable them to find alternative trainee assistance
- Do you have any additional training needs e.g. time recording/using LexisNexis?

### Briefing

- Identify the deadline for the task and whether there is any flexibility with this deadline if needed. Use this as an opportunity to share other work commitments
- Do you require any additional background information to complete this task? Would an additional call be helpful?
- If this is your first time doing this task, ask for guidance on how long the task should take you to complete
- Identify the scope of the task e.g. do they require email confirmation on a piece of law or a structured research note?

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- How would your supervisor like you to contact them if you have any additional questions or require further information?

## Check-In

- Identify how long your supervisor would like you to spend on a piece of work before updating them
- Update your supervisor as early as possible if it looks like you will be unable to meet the deadline
- Consider other support systems within your team if you require additional guidance, e.g.. more senior trainees, NQ's, secretaries
- If you make a mistake, inform your supervisor as soon as possible. Take ownership and be part of the solution

## Debrief

- Encourage feedback by asking your supervisor to share any areas of improvement upon completion of a task
- Request feedback from the wider team to gain exposure to different working styles and perspectives
- Use a spreadsheet to track all formal and informal feedback received, highlight key takeaways and opportunities for improvement. Use this tracker as a resource during mid/end of seat reviews
- Distance your emotional self when receiving feedback. Listen for understanding and take the opportunity to ask questions to further your learning