Transferable Lawyering Skills

This article is a form of exercise that focuses on two kinds of skills: transferable and legal skills. It will provide you with a sense of the degree to which you feel competent in your skills and the degree to which you enjoy utilizing various skills.

INSTRUCTIONS: For each skill listed, rate yourself on the following scale.

* r /> 4 = Very Confident in your ability
* r = 3 = Competent in your ability
* r = 2 = Cautious about your ability
* r = 1 = Can’t Assess

To adjust for the enjoyment level, add the value of 1 if a high level of satisfaction or pleasure is associated with the performance of the listed skill; subtract the value of 1 if you dislike using the skill. If you neither like nor dislike the skill, no adjustment is necessary. Record your totals for the various skill cluster areas.

**PART 1: Transferable Skills**

**Written Communication**
- Correspondence (answering inquiries, initiating letters, soliciting business)
- Editing
- Creative/Expository Writing
- Writing (reports, memos, proposals)
- Technical Writing
- Translating (foreign language, signing)

Part 1 of this exercise is adapted from material designed by Laura Share Kalin, Director of Career Services and Alice Alexander, Assistant Dean of Cooperative Legal Education at Northeastern University School of Law; Part 2 is adapted from materials designed by Professor Brook K. Baker, Northeastern University School of Law.

**Verbal Communication**
- Teaching/Training
- Public Speaking
- Persuading/Promoting/Selling
- Explaining
- Articulating (quality of oral expression)
- Connecting (being understood)
- Social Chatting
- Interpersonal
  - Listening
  - Advising/Counseling
  - Interviewing (obtaining information)
  - Handling Complaints
  - Confronting
  - Negotiating
Mediating
Group Facilitating
Getting Along With Others
Politicking
Reading "others
Organizational
Anticipating/Estimating
Prioritizing
Coordinating/Arranging (events)
Compiling/Gathering (data)
Classifying/Ordering (information)
Programming
Planning/Scheduling
Record Keeping
Meeting Deadlines

Intellectual
Conceptualizing (new ideas)
Analyzing (events, data, people)
Theorizing (drawing generalizations)
Comprehending highly technical materials
Predicting/Forecasting (trends)
Experimenting
Remembering Information

Managerial
Supervising/Leading
Organizing/Coordinating
Motivating Others
Initiating
Risk Taking
Delegating
Exercising Good Judgment
Accepting Responsibility
Deciding

Problem-Solving
Examining
Reviewing
Assessing (the performance of others)
Evaluating (programs, services)
Appraising (values)
Applying Knowledge to Improve a Situation or Benefit Others
Trouble Shooting
Resolving Conflicts

Coping
Working Effectively and Calmly Under Pressure
Managing Time
Tolerating Delays/Waiting
Reserving
Accepting Criticism
Working Through Problems
Adjusting to Changes/Flexibility
Competing With Others

Numerical
Accounting/Bookkeeping
Allocating Resources
Managing Budgets
Using Computational Abilities
Estimating/Projecting (costs, income)
Developing Mathematical/Economic Models
Working With Precision
Financial Record Keeping
Inventorying
Using Statistical Abilities

Presenting
Exhibiting/Setting up
Displaying Ideas in Artistic Form
Dramatizing (ideas, social concerns)
Designing Exhibits
Making Layouts (media print, public displays)
Representing (“x” to the public)
Meeting the Public

Creativity
• Inventing
• Imagining
• Designing
• Applying Theory
• Being an “Idea” person
• Displaying
• Constructing/Building
• Assembling
• Fixing

Playing
• Music (singing, composing, playing instrument)
• Dancing
• Drawing/Painting/Sculpting
• Competing at sports/games
• Acting
• Using Humor
• Other “play”:

PART 2 - Lawyering Skills

Legal Knowledge
• Possess substantive knowledge of basic areas of law
• Possess substantive knowledge of your particular area of expertise
• Keep abreast of current developments in the law
• Possess broad general knowledge of other areas of law in order to “red flag” issues and refer cases to others possessing expertise.

Legal Research
• Perform research (case law and statutory) in a thorough, organized and competent manner
• Know various secondary and primary research resources
• Know how to use indexes
• Know how to plan a research strategy
• Familiar with computerized research resources
• Know how to take systematic, useful research notes

Factual Research
• Know how to plan fact investigations to obtain desired information
• Know formal discovery devices and how to use them, including depositions, interrogatories and document requests
• Know how to respond to formal discovery within ethical restraints to disclose required information

Legal Writing
• Plan and organize writing by outline or otherwise so that it is coherent, logical and persuasive
• Draft, redraft, and edit your writing critically
• Produce well written, good quality legal documents
• Use language clearly, precisely, and concisely

Legal Analysis
• Understand how to analyze a case and analogize it to client facts
• Understand how to analyze a statute or regulation and apply it to a client problem
• Understand how to synthesize multiple cases and/or statutes
• Understand how to select legal rules to apply to or distinguish from client or opponent facts
• Combine legal analysis with common sense and problem-solving abilities
• Develop creative and/or alternative approaches to problems

Advocacy
• Plan an effective trial strategy
• Argue skillfully and effectively in court
• Negotiate disputes skillfully and effectively
• Prepare witnesses for examination

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Examine witnesses using rules of evidence effectively
Develop ability to determine the credibility of witnesses, clients and testimony
Develop ability to determine the efficacy of opposing arguments
Practice appropriate courtroom demeanor and courtesy

**Problem Solving**
- Negotiate transactional agreements
- Help clients with strategic planning
- Advise clients regarding compliance with applicable laws and regulations

**Client Relations**
- Conduct sessions that leave the client informed and reassured
- Understand client’s goals
- Provide realistic assessments
- Nurture and develop new client base
- Keep client apprised of progress/status of case
- Prepare bills reflecting accurately accounted time

**Substantive Legal Knowledge**
- Constitutional Law/Litigation
- Federal courts
- Commercial Law (U.C.C.)
- Corporations
- Corporate Finance
- Entertainment Law
- Environmental Law
- Antitrust
- Bankruptcy
- Legal Accounting
- Securities Regulations
- Evidence
- Criminal Advocacy/Procedure
- Juvenile Law
- Equitable Remedies
- Land Use Planning
- Administrative Law
- Family Law
- Estate Planning
- Trusts and Estates
- Welfare Law
- Health Law
- International Law
- Comparative Law
- Conflict of Law
- Professional Responsibility
- Labor Law
- Collective Bargaining
- Negotiation
- Torts II
- Intellectual Property
- Immigration Law
- Discrimination Law
- Tax Law
- Corporate Taxation
- Legislation