



We are excited to have you with us for the summer! Listed below are the Summer Associate Professional Development programs. These are designed to introduce you to the firm's practice, as well as provide you with fundamental legal and professional skills. Invitations with final details will be sent prior to each program.

Programs that are mandatory are noted. Attendance at all other programs is strongly encouraged.

If you cannot attend a mandatory program, you must obtain prior approval to be excused from Emily Gottheimer in Professional Development or Alix Kupferschmidt in Legal Recruiting.

May 29 9:30 a.m. - 10:30 a.m. (ET)	Effective Legal Research for Summer Associates (mandatory)
June 2 9:00 a.m. - 10:30 a.m. (ET)	Make Every Word Count: Concision in Legal Writing (mandatory)
June 3 10:30 a.m. - 11:45 a.m. (ET)	Westlaw @ Shearman
June 4 10:30 a.m. - 11:45 a.m. (ET)	LexisNexis @ Shearman
June 8 4:00 p.m. - 5:00 p.m. (ET)	Security Awareness: Protecting Our Sensitive Data (mandatory)
June 12 9:00 a.m. - 10:30 a.m. (ET)	A Different Way to Think About Differences: Building Effective Relationships In a Changing Global Marketplace (mandatory)
June 19 12:30 p.m. - 4:00 p.m. (ET)	Gain the Edge! Legal Negotiations Strategies (mandatory)
June 23 12:30 p.m. - 2:00 p.m. (ET)	Presentation Skills: The Unwritten Rules of Self-Branding (First-Year Development Series)
July 1 12:30 p.m. - 1:30 p.m. (ET)	Deal-O-Rama Prep Session: Getting the Facts Straight (mandatory)
July 9 9:00 a.m. - 6:00 p.m. (ET)	Deal-O-Rama* (mandatory)

July 15 **Breakfast with Senior Management**
8:30 a.m. - 9:30 a.m. (ET) (mandatory)

July 21 **Time & Matter Management**
12:30 p.m. - 2:00 p.m. (ET) (First-Year Development Series)

* All summer associates will attend in the New York office.