



Partner to Associate Developmental Check-in Prompts

Description

This is a check-in template that can be used between partners and associates to help with their development and with their legal career as a whole. We recommend this is used at least once a quarter

Reflection

- How are you feeling about your role and day to day activities?
- Have you received any feedback or insights that you would like to explore?
- Perhaps some strengths to focus on?

Goals

- Are you on track to achieve your billable hour goals?
- Are there obstacles that could prevent them from being achieved?
- How might these obstacles be overcome?
- Do any goals need to be added or changed

Wellbeing

- How are you feeling on a scale of 1-10?
- How can you ensure you remain your best and look after your wellbeing?
- Is there anything the firm can do to support you further?

OPPORTUNITIES FOR GROWTH

- What are your key strengths, motivations and passions?
- How do you currently use these to add value in your role?

Junior Associates

- Are you having enough exposure to more senior associates to learn from?
- What areas of the law are you currently interested in expanding your knowledge?
- Have you got all the tools and knowledge to be responsive and organised and deliver your work on time?

Senior Associates

- Do you have the support and tools in order to focus on bringing in new business?
- Have you been able to mentor and spend enough time with more junior associates?
- Are you getting exposure to partners so you can learn from them?
- Do you see yourself being a partner here? Have you thought about the skills or support you might need to get yourself ready?

Contribution and Impact

- How do you feel your contribution is helping the team and the firm achieve its goals?
- What opportunities exist for you to contribute further as an individual to your team and the firm?
- What impact are you having on your team and the firm?
- What opportunities exist for you to have a greater impact as an individual on your team and the business?