



TRAINEE EXPECTATIONS FRAMEWORK

The development of our people is key to Collyer Bristow achieving its strategic objectives.

The purpose of this document is to provide all our Trainees with clarity on how they are performing as well as outlining indicative skills and attributes that the firm expects to see.

The list is not intended to be exhaustive, but rather serve as a transparent guide to the firms' expectations. Trainees will also find these expectations helpful in planning their future development by identifying areas where they might need to develop to address any existing gaps in their skills or knowledge, as well as looking ahead to what will be expected of them as they become more senior.

The career framework encourages consistency, quality and accountability across the firm, it also provides Trainees with the information they need to take ownership of their own career and development.

WHAT WE DO: TRAINEE

HOW WE DEVELOP: TRAINEE

DEMONSTRATING HIGH STANDARDS IN QUALITY & TECHNICAL PERFORMANCE THROUGH

- Demonstrating good attention to detail, using precedents to prepare legal documents accurately.
- Developing effective research techniques and presenting findings in a clear and concise manner.
- Having an awareness of legal and commercial developments within the sector you are working in.

- Reviews documents for spelling and grammar or formatting errors.
- Accurately drafts documents and emails to a high standard, noting key facts relevant to the matter.
- Undertakes research using relevant resources; analyses the legal issues and suggests practical solutions.
- Sets aside time each week to read relevant Know How, including the current awareness alerts from PLC and/ or Lexis+.

WHAT WE DO: TRAINEE

HOW WE DEVELOP: TRAINEE

PROVIDING EXCEPTIONAL SERVICE MEANS

- Taking instructions and actively engaging with the task; promptly returning work and meeting deadlines; demonstrating good file management.
- Advising on straightforward points of law; working with colleagues to resolve more complex queries; proactively supporting client projects.

- Identifies the priority of a task; clarifies instructions and acknowledges receipt.
- Keeps fee earners regularly updated on the progress of a matter.
- Uses sub-folders to organise documents.
- Presents findings in a clear and concise manner, and addresses all of the points raised in instructions.

WHAT WE DO: TRAINEE

HOW WE DEVELOP: TRAINEE

LEADERSHIP QUALITIES MEAN

- Managing your own time well.
- Developing effective communication skills.
- Directing career discussion and identifying areas of development.
- Raising profile and personal network within the firm.

- Devises own system to manage workload and assess capacity level.
- Communicates clearly to the wider team.
- Keeps a record of work, training received and learning outcomes.
- Regularly asks for feedback from others.
- Participates in other firm-wide activities and events.

WHAT WE DO: TRAINEE

HOW WE DEVELOP: TRAINEE

FINANCIAL & BUSINESS PERFORMANCE MEANS

- Ensuring time is recorded accurately and posted at the end of each day in accordance with the firm's policy.
- Understanding billing and time recording processes and how they relate to financial performance.
- General awareness and understanding of both departmental and firm financial performance.

- Sets aside time daily to review time recording; uses the clocks on SOS to track time spent on any task; includes a detailed and accurate narrative of the work completed.
- Is aware of billing procedures and, where appropriate, prepares bill narratives accurately and in a timely manner.

WHAT WE DO: TRAINEE

HOW WE DEVELOP: TRAINEE

EXCELLENCE IN BUSINESS DEVELOPMENT MEANS

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| <ul style="list-style-type: none">• Demonstrating an understanding of the firm's practice areas and services when considering solutions for client / internal activities.• General awareness of the firm's target areas for growth. | <ul style="list-style-type: none">• Accompanies senior fee earners to business development events.• Assists with producing materials that help promote the firm in its key practice areas and services, for example, articles and leaflets for the website. |
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EMBEDDING THE FIRMS' VALUES MEANS

Individuality – Recognising that one size doesn't fit all, we celebrate diversity and respect the unique and distinctive qualities of clients and colleagues.

Creativity – We think innovatively and entrepreneurially. Challenging conventions to find new and better solutions for our clients and the firm.

Engagement – With a 'can do' attitude, we invest ourselves fully in all that we do.

Collaboration – Promoting a culture of inclusion we work together with shared purpose, valuing the input of others in a consultative and supporting way.

Ambition – Individually and together we share a common drive to progress and succeed.

Pride – We take pride in the quality of our work, providing a service delivered with integrity and attentiveness, to the highest possible standard.