

# In-house training

Training is a priority at Garrigues. All professionals, regardless of their category, have access to the firm's ongoing training program, which offers training in person and/or through the e-learning platform.

**Ongoing technical training.** A specific training plan is designed every year for each practice area with a view to accompanying our lawyers in their professional development. The firm promotes, on a continuous and periodic basis, the organization of training, refresher and specialist courses and seminars and publishes updates on new noteworthy legislative, scientific and case law developments as they arise.

**Management skills.** Professionals are provided with a training schedule for the development of management skills.

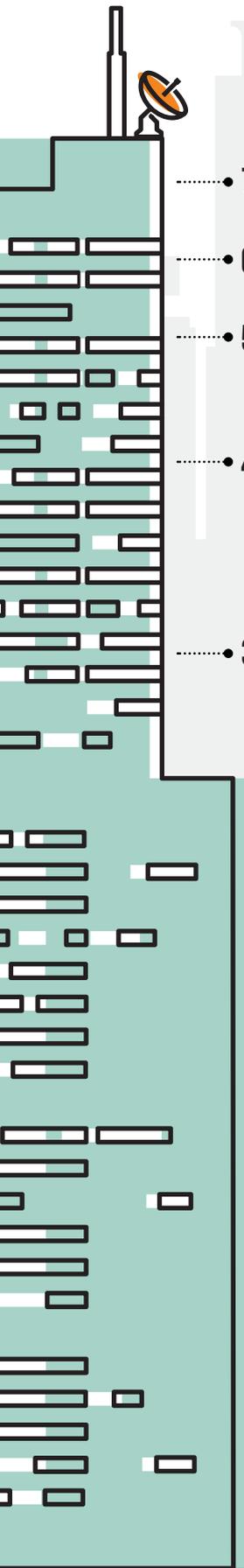
**Languages.** Our clear international approach requires a good command of languages. The firm therefore offers all of its people the means to keep up their language skills.

**Technology.** This training covers all of the IT programs and management tools necessary to work quickly and effectively on day-to-day activities.

**Knowledge management and legal databases.** The knowledge management training plan is composed of two core components. The first focuses on specific training on Garrigues' knowledge management tools, and the second on training in the use of legal databases and other IT resources.



# Category-specific training programs



.....● 7 PARTNER

## NEW PARTNERS' MEETING

This addresses matters relating to promotion to partner.

.....● 6 COUNSEL

.....● 5 PRINCIPAL ASSOCIATE

## NEW SENIOR ASSOCIATE SCHOOL

This school lasts a few days and focuses on providing guidance to new senior associates on their new responsibilities, particularly in relation to management, financial and client matters.

.....● 4 SENIOR ASSOCIATE

## GLOBAL DEPARTMENT MEETINGS

Professionals can attend Global Department Meetings, each lasting a few days, the main purpose of which is to facilitate the exchange and sharing of matters that directly affect each department, as well as establish and strengthen professional and personal relationships among participants from different offices.

.....● 3 ASSOCIATE

## ASSOCIATE SCHOOL

This enables associates to acquire and consolidate the technical knowledge necessary to continue providing the best service to clients, to share know-how with participants from departments and offices in order to obtain a global perspective of professional practice, and offers a chance to strengthen ties between colleagues. The program, which lasts a few days, is based around a multidisciplinary case study with an international dimension.

## INTERNATIONAL TRAINING PROGRAM

This provides a unique development opportunity, offering the chance to gain experience at offices and law firms in other countries or continue academic training at international level, through one of the following options:

1. A Master of Laws (LL.M.) in International Transactions at Centro de Estudios Garrigues in collaboration with Fordham University, taught in Spain and in the United States.
2. A Master of Laws (LL.M.) at one of the most prestigious international universities.
3. A secondment at one of the foreign law firms with which Garrigues works on a regular basis or a temporary transfer to one of our international offices.

.....● 2 JUNIOR

## INTRODUCTION TO INTERNATIONAL BUSINESS LAW PRACTICE

This course equips lawyers to provide international legal advice. The program, taught in both Spanish and English, details the methodology to be used in advising international clients and on international transactions, and combines the transfer of technical know-how with the conduct of a real case study encompassing various legal disciplines, with a view to enabling professionals to deliver global solutions in any jurisdiction. It includes the management skills required to practice law in a global context. The program lasts 140 hours and is held in Madrid, bringing together all lawyers in their first year at any of the firm's offices.

.....● 1 LAW GRADUATE, IN THE COURSE OF QUALIFYING AS A LAWYER

## INITIAL TRAINING

This combines in-person and online training sessions on the firm's management tools and programs. It is made up of a technology module and a knowledge management module. Our people also take a series of e-learning courses in order to learn more about the firm's policies in certain areas.

## WELCOME DAY

This provides a global overview of the firm, its values and corporate culture.