



Excellence in the Workplace: Legal and Life Skills in a Nutshell

Kay Kavanagh, Paula Nailon

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This book deals with fundamental lawyering skills (such as analysis, research, writing, oral communication, and time management) as well as with characteristics of emotional intelligence, effective interpersonal relationships, models of professionalism, conflict and stress management, and generational differences. It also offers practical advice for building a successful career (such as creating a career plan, assessing a job offer, negotiating salaries, money management, and work-life balance). Successful lawyers tell us this is the book they wish they'd read when working at summer jobs during law school, or in their first jobs after graduation.

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