



Presentation Skills for Attorneys

This workshop is designed for attorneys who are already confident in their ability to communicate with prospective and current clients but who want to take those skills to the next level.

Most attorneys know that the ability to deliver an exceptional, clear, cogent, and persuasive presentation is an acquired skill—in fact, it’s a set of skills. In this course, each participant will acquire those skills.

Each participant will be provided with IG’s “Presentation Assistant” application. Our “Presentation Assistant” application works on both IOS and Android devices.

Course Overview

Billable Hours: Current Clients

It is essential that current clients have clear and realistic expectations of the investment they are making in an attorney’s services. Without such a clear understanding, clients can become unreasonably upset when they realize that their expectations have been unrealistic. In this exercise, each participant will acquire the skills to construct and deliver a clear explanation of billable hours.

Billable Hours: Prospective Clients

It is likewise essential that prospective clients have clear and realistic expectations of the investment they’re considering making in you and your firm. While no attorney wants to scare off a prospective client, they do need to establish realistic expectations of the sums required to achieve the client’s expectations. In this exercise, each participant will be introduced to IG’s Key Messaging techniques, which will enhance the participant’s ability to establish a realistic expectation of billable hours.

Explanation of Complex Topics or Data

People often become irritated when they do not fully understand complex topics in a presentation. That includes fellow attorneys as well as clients or prospects. Attorneys need to be able to deliver “difficult” content so that it is easily and clearly understood by their audience. In this exercise, each participant will acquire the skills required to clearly explain complex topics or data to laypeople or other attorneys.