



## *NSU Law* *Mentoring Program*

### **Suggested Activities for Mentors and Mentees Group # 2 –Transactional Practice Group**

Below are activities in which Mentors and Mentees may want to participate during the academic year. This list is not exhaustive and is intended to give you suggestions for Mentees to observe the Mentor in his/her practice.

Questions? Contact Program Director at [lawalumni@nova.edu](mailto:lawalumni@nova.edu)

#### **TRANSACTION PRACTICE ACTIVITIES**

- Observe initial client interview
- Observe client counseling session(s)
- Discuss case strategy
- Observe/review the preparation of documents for meeting – Agenda, Minutes, other
- Observe/review the preparation of documents, contracts, presentation to a board, commission, committee, lender, investor, or other decision-maker
- Attend/ observe a meeting or presentation before a board, commission, committee, lender, investor or other decision-maker
- Observe preparation for a meeting – strategy and production -- in which a presentation is made or negotiation, settlement, or other matter is discussed
- Observe the process of preparing a client for a meeting of any type
- Observe the use of technology to prepare a presentation and understand the strategy behind the presentation
- Attend/ observe a negotiation conference concerning a deal or transaction
- Attend/ observe a status conference or meeting concerning a deal or transaction
- Attend/ observe a meeting involving the closing of a business deal
- Observe/ review post-deal windup process

**COMMUNICATION, INTERPERSONAL SKILLS & NETWORKING SKILLS ACTIVITIES** Mentors can model good communication skills and interpersonal skills so Mentees can observe successful communication techniques used with colleagues, employees, clients, judges and other people/groups with whom they come in contact during the course of their career.

Good networking and people skills are important for business development and collaboration. Here are suggested activities that Mentors and Mentees can do together to develop these skills:

- Attend an Inn of Court event in Broward, Palm Beach or Miami-Dade
- Attend a local Bar Association event
- Attend an event that teaches leadership, communication, and networking skills
- Attend an NSU Law Alumni event related to the Group practice area
- Attend a Toastmasters, Dale Carnegie, or similar organization's event where communication skills are taught