

CLEARY GOTTLIEB

Learning & Development Offerings



2023-2024



mini
MBA



C3

CLEARY CORE CURRICULUM
FOR LEADERSHIP DEVELOPMENT



CLE

CONTINUING LEGAL EDUCATION

About Us

Cleary Gottlieb is committed to the overall professional development of our lawyers and professional staff. With a dedicated Learning & Development (L&D) team, the firm provides the Cleary community a wealth of opportunities for training, growth, and engagement.

Collaborating with associates, senior leaders and various talent teams, L&D continuously identifies and assesses training goals to design programs that support attorneys throughout their career. The result is a comprehensive schedule of programs and library of resources and tools that support lawyers at all levels and across all practice groups. Programs cover both legal technical skills and professional development skills, taught by both our own internal subject matter experts as well as top consultants in the market.

For more information, please contact:

US-Learning_and_Development_Team@cgsh.com

miniMBA/Financial Training for Incoming Associates

Every Cleary lawyer starts in our full-time **miniMBA** course that covers the basics of Wall Street, finance, accounting, and other topics usually found in an MBA course. miniMBA is designed to teach our lawyers the client’s perspective of courses typically taught in an MBA program. Courses are taught by senior Cleary lawyers and include: **Financial Statement Analysis, Valuation, Corporate Governance, Derivatives, and Tax.**

The program also covers development topics such as best practices for practicing allyship and fostering an inclusive workplace, tips from senior associates, personal finance, and Cleary’s Core Skills. The miniMBA is designed to connect U.S. associates with one another through various networking activities including small group dinners with senior lawyers. Collectively, the programs help associates build relationships with lawyers and learn valuable skills from the start of their time at the Firm.

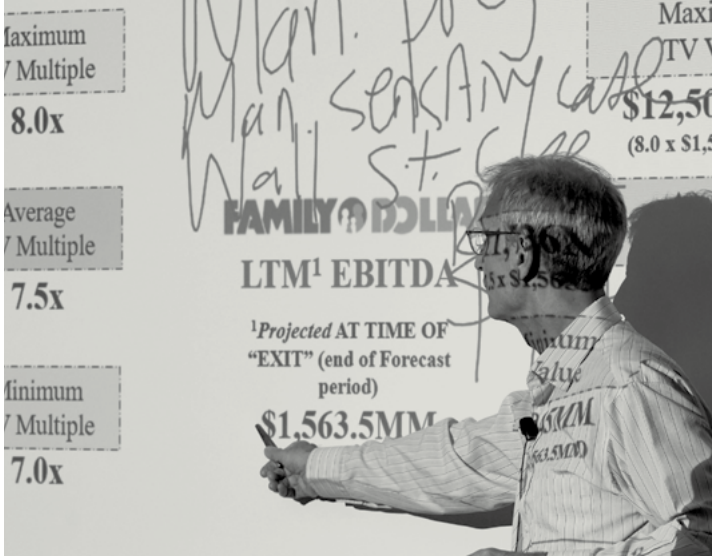


“What I love about the miniMBA is that it’s uniquely Cleary. In the miniMBA, Cleary lawyers—not canned presenters—come together to share their insights with our new associates, helping our associates see the world through the eyes of our clients. As a ‘co-chancellor’ of the miniMBA, I get to see our associates gaining a head start in thinking through original solutions to the issues that really matter to our clients. That goes to the core of what we do at Cleary.”

Dan Reynolds
Partner/Co-Chancellor of miniMBA

“One of the things that I valued most about the miniMBA program was having the opportunity to connect with everyone in my class who I hadn’t seen since we were summer associates. The program strikes a great balance of giving you substantive information and giving you a chance to reconnect with lawyers throughout the firm in a social setting.”

Jordan Burns
Associate, New York



Cleary Core Curriculum

Cleary offers a professional skills curriculum for all associates, known as the Cleary Core Curriculum for Leadership Development (the C3 Curriculum). The curriculum is designed to progress with associates as they develop in their careers. The courses are taught by both internal lawyers and top external consultants. The curriculum is as follows:

— **1st year** – Time Management, Strategies for Drafting Client-Friendly Documents, Managing Summers: Delegation and Feedback Skills

— **2nd year** – Communication Skills I, Building Your Personal Brand and Network, Developing Juniors: Delegation and Feedback Skills

— **3rd year** – Transitioning From a Junior to Mid-Level Associate, Project Management, Business Development


— **4th year** – Negotiation Skills, Communication Skills II

— **5th year** – Transitioning From a Mid-Level to Senior Associate, Managing Client Relationships




“Learning to become a great lawyer is so much more than learning the substance of the law. At Cleary, we focus on developing lawyers who are well-rounded, have excellent substantive legal skills and even stronger soft skills. Our C3 curriculum is progressive and designed to provide exposure to appropriate training for each level of seniority, ranging from communication skills to project management and everything in between.”

Francesca Odell
Partner



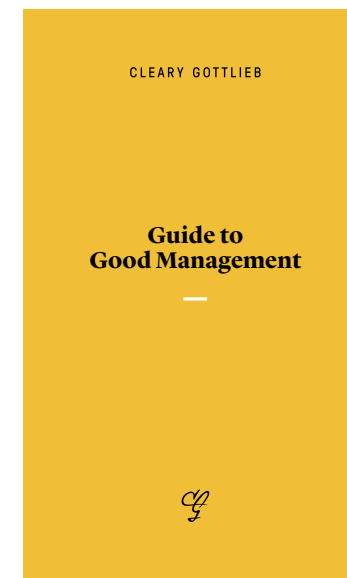
“The C3 Curriculum has been an invaluable part of my Cleary experience. I’ve always appreciated the way in which the skills taught build on each other and feed into the tasks and projects assigned to me as I have progressed through associate class years.”

David Schwartz
Associate, New York

“A lot of firms are good at informal development, but Cleary excels at formal development. The C3 program helps keep associates of all seniorities on track with individual professional development goals that reinforce Cleary’s commitment to excellence.”



Madison Bush
Associate, Washington, D.C.



Practice Group Training

The practice groups offer a wide array of training throughout the year, some of which are aimed specifically at junior associates and some of which are open to lawyers of all levels of seniority. These programs consist of CLE and non-CLE programming and cover more than a dozen different substantive legal areas, from private equity to international litigation and arbitration.

For litigators, junior associates participate in the **Litigation Fundamentals** and **Discovery Workshop** curricula. Litigation associates also participate in Cleary's **Litigation Academy**, an annual two-day program where lawyers continue to hone their deposition, trial, and oral advocacy skills through mock exercises.

For corporate lawyers, junior associates participate in the **Corporate College** and **M&A Practical Skills (MAPS)** curricula, which offer training on fundamental corporate topics. We also offer corporate programming tailored to specific areas of practice, such as:

- **Antitrust Training Series**
- **Capital Markets and Corporate Advisory CLEs**
- **Financial Institutions, Markets and Transactions Training Series**
- **Private Funds University**
- **Real Estate: Pizza and Beer**
- **Structured Finance Watercooler** sessions
- **Tax**

“Learning how to collaborate effectively is so important to modern legal practice, not just to ensure the high quality of the end result, but also to ensure that all team members are able to develop equitably (and to improve everyone’s quality of life). I’m proud of Cleary for investing so many resources in helping associates improve their delegation, collaboration and team management skills.”

Lina Bensman
Partner



Additional Firm-Wide Trainings Throughout the Year

The Firm offers resources and trainings related to mental, physical, and emotional well-being. The L&D team collaborates with departments across the Firm to maintain an extensive library of tools for the Cleary community.



- ## Mental, Physical, and Emotional Well-Being
- Authentic Connections in the Workplace
 - Building Resilience and Leveraging Mental Strength
 - Mindfulness for Lawyers
 - Managing Ongoing Change
 - Nutrition for Optimal Performance
 - Strategically Well
 - Well-Being First Responder Training



- ## Diversity, Equity, & Inclusion
- Inclusive Workplace
 - Practicing Allyship
 - Inclusion in Action
 - Exploring Identity and Bias
 - Addressing Racism at Work
 - Inclusive Leadership in Action



CLEs

Each year, the firm offers **more than 500 CLE programs** on a wide variety of topics. Programs are offered live and generally recorded for later viewing online.



Mentoring

All first-year associates are paired with a mid-level associate in their practice group, or from a similar practice area. Partner mentoring is available to first-year lawyers through formal and informal channels. Mentors provide both professional and personal support to new associates.



Sponsorship Program

Cleary hosts a Sponsorship Program focused on our third- and fourth-year women, racially/ethnically underrepresented associates, and LGBTQ+ associates. As part of this program, participants meet monthly with their partner Sponsors, participate in one-on-one executive coaching, and focus on key Learning & Development topics through interactive panels and workshops.



Online eLearning

More than 2,000 eLearning programs (CLE and non-CLE) are available on the firm's online learning platform, the Cleary Learning Hub.



Cleary 101 Training Series

Cleary 101 is an education series for our global legal and professional staff. It is designed to regularly provide our community with more information about the Firm, its economics, operations, talent management and more.



Private Coaching

Private coaching is available to attorneys of all levels of seniority and will be based on their specific needs (e.g., **communication, team management, presence, time management** skills). Individual presentation skills coaching is also offered to all lawyers who present at various internal trainings and events (e.g., Corporate College, monthly Litigation Lunch programs, etc.).



Language Classes

The firm offers weekly **Spanish** and **Portuguese** classes that all lawyers are welcome to attend. Elementary, intermediate, and advanced versions are offered to meet varying learning needs. In addition, one-on-one language tutoring is available as needed.

NEW YORK
CITY BAR

NY City Bar Professional Development Workshop Series

Cleary lawyers can participate in the City Bar's Professional Development Workshop series, which offers courses on a variety of different topics each year. Prior topics have included **managing others, active career management, legal writing, resilience, ethics, and management and leadership.**

PLI PRACTISING™
LAW
INSTITUTE

Practising Law Institute (PLI)

Cleary lawyers have free, unlimited access to online educational content, which includes more than **100 live seminars**, PLI live webcasts, groupcasts, one-hour audio briefings, **10,000 hours of on-demand content**, and downloads of audio and video files per year.



clearygottlieb.com

Founded in 1946 by lawyers committed to legal excellence, internationalism, and diversity, Cleary Gottlieb Steen & Hamilton LLP is a leading international law firm with approximately 1,100 lawyers around the world. The firm has 16 closely integrated offices in New York, Washington, D.C., Paris, Brussels, London, Frankfurt, Cologne, Rome, Milan, Hong Kong, Beijing, São Paulo, Abu Dhabi, Seoul, and the Bay Area.

Under the rules of certain jurisdictions, this may constitute Attorney Advertising. Prior results do not guarantee a similar outcome.

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