

Logbook

Name: V [redacted]

Membership no: [redacted]

1. Competency: 7

Learning Outcome: 7.1

Evaluate your professional skills and legal knowledge

2. Evidence provided:

My Appraisal Preparation Form setting out my previous and future objectives, and also evidence of the recent courses that I have attended.

3. Outline how the evidence demonstrates you meet the outcome

Reflect on performance:

I have enclosed a copy of my appraisal preparation form which I complete prior to my appraisal meetings. The document sets out my previous objectives and if I have met these. You will see that I have managed to achieve all of my previous objectives and I was advised that my appraisal meeting that the company were really pleased with my work and the contribution that I made within the legal department and scoring a 4 out of 5 overall. The document also includes my future objectives, which include various courses that I wish to attend to gain further knowledge in certain fields.

Identify strengths and weaknesses:

My strength is having an eye for detail and ensuring that all issues and points are covered within my legal work. I have recently been given the responsibility of dealing with any intellectual property issues for the company and therefore although I was confident to advise on the basic principals, I was aware that I needed to obtain further expertise in this field. I am therefore attending an Intellectual Property Course in London in October 2013 and attach the evidence for the same, along with various other courses I have attended this year to expand my knowledge.

Identify objectives:

My objectives are highlighted in my enclosed Appraisal Preparation Form and include broadening my knowledge on all types of legal matters that come into our Legal inbox, taking on new challenges that I haven't dealt with before and to train the junior members of my team in the tribunal/litigation process.



Plan for improvement:

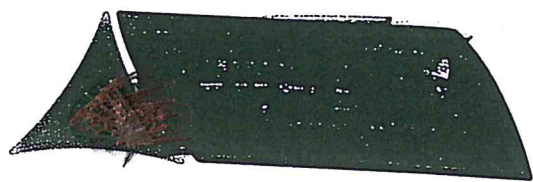
Training courses attended or booked.

**4. Reflection and evaluation**

I understand that it is important to keep my knowledge and skills under review at all times, to ensure that I am providing up to date advice.

**5. Completion date:** 16<sup>th</sup> September 2013

<b>6. Signed (applicant)</b> 	<b>Date:</b> 16/09/2013
<b>7. Signed (supervisor)</b> 	<b>Date:</b> 18/09/2013



## Appraisee Preparation Form

### Introductory note

You will shortly participate in a review of your performance (an appraisal). Appraisals are an essential tool in ensuring that our people are equipped with the competencies to do their jobs to the best of their abilities and an opportunity to set targets which help individuals and our business grow.

Appraisals are a two-way communication channel, which allow both employee and manager to give and receive feedback, to plan improvements and recognise success. It is important that you prepare for your appraisal and this form aims to help you think about some of the issues that you will be discussing during your meeting with your manager. Should you have any queries regarding your appraisal, you should speak with your line manager who will be able to help you understand the aims of the appraisal and what you should expect from it.

Completion of this document is optional and confidential to you. You may wish to share this with your line manager prior to your appraisal meeting, but this is a personal decision for you.

### Section 1 – Personal Details

<b>Employee Name:</b>		<b>Location:</b>	Central Support
<b>Manager Name:</b>		<b>Date of Review:</b>	Feb 2013
<b>Business:</b>	Legal Department		

## Section 2 – Reviewing Your Performance

### 2(a) – Review of objectives

Think about the objectives set in your last review:

- How did you do?
- What went well?
- What would you have done differently?
- Are there any areas you feel you need help with (i.e. training etc)?

Objective	Achieved? Y/N/P	Comments
Undertake the relevant period of training to become a fully qualified Legal Executive	P	Ongoing.
Taking on more legal work	Y	Dealing with all legal work – moved away from the administrative role.
Reviewing contracts	Y	Drafting and reviewing contracts – I am getting much more confident at taking on contract queries that come into Legal@
Pick up a variety of queries from Legal@	Y	I have taken on various different types of queries that are not familiar to me, and ensure that I undertake the relevant research to provide an answer.
Manage workload efficiently	P	I feel that I am good at prioritising my work and work well under pressure.
Under a presentation to the Legal Team	Y	Presented Employment Tribunals to the team and this went very well and gave me further confidence.

I feel that I have performed very well against my previous objectives above.

I am very happy with the opportunities that are being given to me, I am now working solely on legal work, taking queries from the legal@ email address and becoming much more confident dealing with matters outside of my comfort zone.

I would like to deal with more legal queries and ideally have someone assist me on the tribunal work as lots of the preparation is admin and could be taken on by someone else so that I may assist further with the legal@ queries. J [redacted] is very helpful with the preparation of bundles etc but myself and M [redacted] are both of the opinion that a litigation assistant may also be needed because of the workload.

I have found both A [redacted] and T [redacted] to be very helpful and approachable when I have asked for clarification on any matters which I have not come across before. A [redacted] in particular spends a considerable amount of her time with me, explaining topics in detail and signing off some of my work.

### 2(b) – Review of Training & Development

- *What training and development have you undertaken since your last review?*
- *Was it helpful?*
- *How has it impacted on your performance?*
- *Have you any further requirements arisen as a direct result?*

Action	Comments
Boiler Plate Clauses court	External seminar in December 2012 which was very interesting and I refer back to my booklet very often when reviewing my contracts now.
Future Courses	I have got various courses already booked up for this year.

### 2(c) – Review of competence

- *Looking at the competencies in your Job Description, or Job Family (if available), do you feel you meet (or even exceed) the requirements for your role?*
- *If so, what evidence do you have for this?*
- *If not, what training or development will help you?*

Competency	Achieved? Y/N/P	Evidence	Comments
Problem Solving	P	Legal@ queries	Looking at queries logically and thinking of the different solutions to rectify the problem.
Prioritisation & Organisation	Y	Desk tidy (clear desk policy) and deal with queries in order of urgency	I feel that I prioritise my work and work well under pressure. I also produced a 'clear desk' policy for the legal team and have been very strict in implementing the terms.
Sufficient communication	P	Telephone/emails	I have got used to calling rather than email and this has boosted my confidence.

## Section 3 – Setting Objectives

Think about what objectives you might wish to undertake over the coming review period, for example:

- Is there development you would wish to undertake?
- Are there systems or processes that you feel can be improved?
- Are there challenging performance targets you would like to achieve?
- Are there projects that you feel would benefit the business?

Objective	Measure	Target Date
Take on more legal@ work	Train James more to assist with the Tribunal/Litigation work.	Ongoing
Broaden my knowledge in the Legal@ queries that come in	Pick up all types of queries and research to get the result.	Ongoing
Take on a new challenge that I haven't encountered before	This will need to be determined throughout the year.	Ongoing
Attend more courses to become more knowledgeable in fields such as intellectual property.	Booked various courses for the duration of this year.	12 months

### Section 4 – Training & Development

- Thinking about the issues you've highlighted in previous sections, what training or development needs will help you achieve higher levels of performance or competency?
- What will be the best way of achieving this development – a course, some coaching, using Broker Assess etc?

Training/Development need	Delivery Method	Target Date
Regular Law updates	CPD courses	Ongoing
Various	Regular in-house training by department	Ongoing
Intellectual Property Course	External seminar	July
Litigation Course	External Seminar	October
Employment Issues Course	External Seminar	November

### Section 5 – Additional Thoughts

*Are there any additional areas, not covered by the sections above that you would wish to discuss with your manager during your appraisal? Use this area to make note of any issues that you would like to discuss during your meeting. If you are wishing to discuss problems or difficulties, it may be useful to reflect on what you would see as a potential solution or preferred outcome.*

I am really happy with the opportunities and responsibility that I am now being provided with. In particular I enjoyed the A [redacted] case which I assisted on to the very end. In particular the witness statement and bundle process (meetings with witnesses, counsel, QC) were very interesting and the experience and recognition that was gained from being involved in the case was really lovely.

I feel that I have gained so much more confidence over the past six months and am willing to take on anything that is passed to me. I thoroughly enjoy the challenge and want to learn new things every day.

The amount of work is constant and I am always at my full capacity. This can on occasion become quite daunting, however I ensure that I prioritise my work as well as I can and if there will be a delay with a response then I will give the business as much notice as possible. This enables the stress levels to be managed by both sides appropriately. I try and aim to stay within my hours of employment, however I am always happy to stay when an issue needs to be dealt with out of usual hours. Likewise I am always happy to help others if and when they need it.


As there are not many managers in the office I struggle to pass my work onto others for approval, giving the short timeframes needed to respond. I therefore always seem to pester A [redacted] quite a bit and it may take up quite a bit of her time. If at all possible I would like some kind of structure as to whom I pass my work onto for approval and whether this is possible given the timeframes that I am given to respond.



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