

Attorney Training Manager

PeopleSoft Job Code / Title: 5533 / ManagerGlobalAttyTraining
Department / Subdepartment: Professional Development
Organizational Relationship: Reports to the Director of Attorney Training
FLSA Status: Exempt
UCM Level: n/a
Last Updated: July 2025

General Summary:

The Attorney Training Manager (“Manager”) supports the Litigation & Trial Department Global Department Chairs (“GDCs”) and Practice Group Chairs (“PGCs”) in developing and executing Litigation & Trial training for attorneys. The Manager will also work closely with the Director of Attorney Training (“Director”) to support the Training and Career Enhancement (“TACE”) Committee in administering the firm’s global training programs.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Serves as a trusted advisor and a resource for the Director, the GDCs and PGCs
2. Supports the PGCs in the process of developing and executing practice group training programs. This may include:
 - a. working with the PGCs to prepare training related presentations to a variety of internal and external audiences on a range of topics,
 - b. identifying additional areas of administrative responsibility related to training that can be shifted from the PGCs to other resources – including the Manager– to ensure the time of the PGCs are focused on the strategic priorities of the firm,
 - c. identifying opportunities to leverage existing training across practice areas,
 - d. designing and implementing Litigation & Trial boot camp and/or practice group retreat training for associates, and
 - e. traveling to and providing onsite support for all Litigation & Trial boot camp and/or practice group retreats.
3. In collaboration with the Director and TACE Committee members, designs, develops and manages the implementation of the firm’s controversy skills programs, including the persuasive writing, e-Discovery, deposition training, and trial advocacy programs
4. In collaboration with the Director and TACE Committee members, designs, develops and manages the implementation of TACE’s global controversy curriculum, including Latham & Watkins University and controversy skills programming
5. Supports Litigation & Trial Practice Group Management Teams (“PGMTs”) and collaborates with PGMT members to provide subject matter expertise in the area of attorney training in

furtherance of aligning firm resources and support with the practice group's operational needs,

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strategies and priorities

6. Conducts research and stays abreast of the latest developments in training, specifically among law firms and professional services organizations
7. Ensures continuing service enhancements through benchmarking with law firm peers and by evaluating ways in which existing training programs can be improved to provide additional efficiencies to the firm's training programs
8. Develops relationships with external professional development experts, consultants and speakers
9. Supervises workflow of junior member(s) of the TACE administrative team
10. Develops and maintains strong, interactive relationships with all members of the Litigation & Trial Department, and business services colleagues, including members of the Human Capital & Talent, Business Development Department, Knowledge Management, PGMT, Events, and Technology teams. Relies on these positive relationships to identify areas where firm resources can be leveraged in new and creative ways to implement training programs
11. Assists with the management of the operating budget for Litigation & Trial training programs
12. Serves as a project management resource to the Litigation PGCs and the Professional Development Department for special projects, including projects that may require cross-department coordination
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree required
- J.D. required

Work Experience.

- At least six (6) years legal experience at a professional services organization
- Preference for prior experience as a Litigation & Trial associate in a large law firm.

Knowledge, Skills, and Abilities

- Excellent leadership and team-building skills necessary for effective management (i.e., organizing, planning, problem-solving, and decision making). Ability to lead multiple teams and workstreams
- Knowledge of project management principles and demonstrated ability to develop, implement and manage large, long-term projects
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Advanced ability to facilitate discussion and consensus-based decision making
- Ability to work in a team environment with a customer service focus.
- Ability to manage work of others to ensure compliance and accuracy
- Advanced communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion.

- Strong analytical skills. Ability to define problems/issues while using a logical approach to
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develop and implement appropriate solutions

- Ability to perceive and analyze complex problems, and a capacity to make or recommend sound decisions
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to use independent judgment and discretion when making decisions
- Excellent computer and technical skills, including PowerPoint, Excel, and other programs necessary to complete thorough analyses and reports

Job Location

- Any United States office

Additional Requirements

- Regular travel required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.