Professional Development Senior Manager – Attorney Training

PeopleSoft Job Code / Title: 8617 / HC&T Senior Manager
Department / Subdepartment: Human Capital & Talent / Professional Development
Organizational Relationship: Reports to Director
FLSA Status: Exempt
UCM Level: Level 6
Last Updated: November 6, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Professional Development is committed to fostering the growth and expertise of our legal and business service professionals. Through a range of comprehensive training programs, leadership development initiatives, and career coaching, Professional Development ensures members of the firm are equipped with the skills and knowledge necessary to excel in their roles and drive success in a dynamic legal landscape.

The Attorney Training team supports the Training and Career Enhancement ("TACE") Committee in administering the firm's global training programs for lawyers.

Role Overview

The Professional Development Senior Manager - Attorney Training is responsible for developing and executing comprehensive lawyer training programs across the firm. Specifically, the senior manager oversees the firm's TACE Academies, collaborating with senior leaders, committees, and other firm stakeholders to enhance curricula and support training initiatives. The senior manager oversees accreditation and compliance, conducts research to improve training effectiveness, and supports the Training and Career Enhancement ("TACE") Committee to ensure the administering and continuous advancement of lawyer training programs.

Essential Duties and Key Responsibilities

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

1. Develops and oversees execution of firmwide TACE Academies in collaboration with senior department leaders, firm stakeholders and TACE Committee members. The Academies include associate academies at certain key milestones in an associates' career, as well as New Counsel Academy, New Partner Academy and the Partner Development Retreat
2. Develops and oversees the Platform Integration Curriculum in collaboration with firm leaders, stakeholders and TACE Committee members
3. Serves as a trusted advisor to the Professional Development Department senior leadership,, providing strategic subject matter expertise on lawyer training priorities, resource allocation, and alignment with firm and practice group goals
4. Drives the design, development, and implementation of training curricula in collaboration with the TACE Committee, ensuring consistency, quality, and integration across practice groups and platforms

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5. Furthers the progress of the TACE Committee, including preparing meeting agendas and retreats, implementing action items and new initiatives; drafts a wide variety of training related communications for both internal and external audiences, including a variety of Latham news articles
6. Conducts research and stays abreast of the latest developments in training, ensuring continuing enhancements through benchmarking with law firm peers and evaluating ways in which existing programs can be improved; oversees the firm's relevant accreditation and compliance processes for the training programs of the relevant lawyer departments or practice groups
7. Acts as a strategic project and program manager for major training initiatives and special projects, working closely with other key stakeholders and colleagues across the firm to ensure training effectiveness; develops relationships with external subject matter experts, consultants and speakers
8. Generates performance evaluations and recommends salary increases, working closely with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Advanced leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Exceptional and professional interpersonal skills (e.g., active listening), including superior written and verbal communication skills; ability to interact with people at all organizational levels
- Ability to drive initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Familiarity with, and knowledge of, California, Illinois, New York, Texas, and Virginia Mandatory Continuing Legal Education (MCLE) rules
- Excellent analytical skills, with an ability to read and interpret CLE rules and regulations and to correctly comprehend and communicate data
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of eight years' experience in a legal or professional services environment
- Typical years of cumulative experience: a minimum of ten years' experience

Education

- Bachelor's degree or equivalent required
- J.D. from an accredited law school required
- Preference for prior experience as an associate in relevant department in a large law firm

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

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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.

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