

Technology Training Attorney

Department: Technology & Information Services

Organizational Relationship: Reports to the Senior Manager of Technology Training

FLSA Status: Exempt

Location(s): GSO, NY, LO, MN

General Summary

The Technology Training Attorney is a new role in the Technology Training team within Technology & Information Services.

This role will be responsible for developing and delivering practical, attorney-focused training content that helps the firm's attorneys use artificial intelligence and other firm-approved technologies effectively in their daily work. The role will collaborate with Innovation, Knowledge Management, and the firm's practice groups to ensure training is accurate, relevant, and aligned with attorney needs.

The Technology Training Attorney will combine legal practice experience with technology training expertise to translate complex tools and capabilities into practical, credible learning experiences for attorneys.

This role will work closely with attorneys and stakeholders to understand training needs, identify opportunities for practical instruction, and continually improve attorney-focused technology training.

Essential Duties and Responsibilities

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

- Develop, maintain, and deliver attorney-focused training content on artificial intelligence and other firm-approved technologies, including instructor-led programs, demonstrations, practical exercises, learning resources, and supporting materials
- Deliver attorney-to-attorney instruction where legal-practice experience strengthens learning outcomes and practical application

- Partner with the Innovation team to align attorney training content with the firm's broader AI strategy, approved technologies, and technology roadmap
- Lead the design of attorney focused content and scenarios, partnering with instructional designers, digital learning specialists, trainers, and knowledge management professionals on learning structure, production, performance-support resources, and training reinforcement approaches
- Establish trusted relationships with attorneys and practice groups to understand emerging learning needs, barriers to effective technology use, and opportunities for practical instruction
- Conduct attorney feedback sessions, focus groups, and training evaluations to understand learning needs and continuously improve technology training content and delivery
- Stay current with developments in AI, legal technology, knowledge management, and adult learning, identifying opportunities to improve attorney productivity and effectiveness
- Measure and evaluate attorney engagement, learning outcomes, and satisfaction to assess training effectiveness and inform future programming
- Promote the responsible and effective use of firm-approved AI technologies, reinforcing applicable guidance regarding confidentiality, privilege, information security, professional responsibility, human review, and verification of AI-generated outputs

Position Specifications

Education

- Juris Doctor (JD), Bachelor of Laws (LLB), or equivalent legal qualification is required.

Experience

- A minimum of three (3) years of experience practicing law in a law firm or comparable legal environment.
- Experience working at the intersection of legal practice, technology, and learning within a law firm, legal technology provider, or comparable environment.
- Demonstrated experience developing and delivering technology training for attorneys or other legal professionals.

- Experience supporting technology adoption, change management, knowledge management, innovation, attorney training, or digital transformation initiatives through designing and delivering structured training.

Knowledge, Skills and Abilities

- Strong working knowledge of generative AI tools and experience with legal technology platforms, knowledge systems, or other technologies used in legal practice.
- Understanding of adult learning theory, with the ability to translate complex artificial intelligence and technology concepts into practical, credible guidance for attorneys and legal professionals.
- Strong relationship-building, stakeholder management, and consulting skills, with the ability to influence attorneys, practice leaders, and firm leadership.
- Exceptional communication, facilitation, and presentation skills, with the ability to communicate credibly with firm leadership.
- Ability to create and maintain learning paths and completion records, and to analyze data to identify trends and adapt programming.

Additional Requirements

- Requirements may vary from time to time and from location to location based on business needs.

Physical Demands

- Extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices, is 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.