

Legal Professionals are responsible for advising on a wide range of corporate legal issues and challenges and ensuring compliance with laws and regulations. They oversee and manage corporate securities and governance activities, including crafting and negotiating employee, distributor, and customer contracts, guiding intellectual property matters, conducting legal research and risk assessments, and keeping up with legislation changes and their effects on the business.

### Example positions

General Counsel, Attorney, Corporate Attorney, Paralegal, Associate General Counsel, Contract Manager, Contracts Specialist

## COMPETENCIES

**Communicating** - Legal Professionals provide the information required by others in a concise, direct, and unambiguous way. They perceive how the message affects the receiver and strive to ensure that the receiver clearly understands the specifics and function of the message.

**Information Seeking** - They are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information, resolving discrepancies by asking a series of questions, or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

**Influence and Persuasion** - Legal Professionals are effective in persuading, convincing, influencing, or impressing others in order to get them to support a specific agenda, make a specific type of impression, or take a specific course of action.

**Conflict Management** - They address problems openly and objectively and bring substantial conflicts and disagreements into the open with the intention of resolving issues in an unemotional and constructive manner.

**Decisiveness** - They tend to take calculated risks by making decisions and taking action, even in the absence of all information.

**Planning and Priority Setting** - They identify priorities and develop detailed action plans that include objectives, accountabilities, time frames, standards, review stages, and contingencies.

**Adaptability** - Legal Professionals demonstrate the ability to work effectively and shift course when external influences affect an initial plan, condition, or situation. They are willing to change their own ideas or perceptions on the basis of new information or evidence and are able to alter standard procedures when necessary and juggle multiple demands as required.

**Applying Standard Practices** - They follow well-established processes or techniques and use best practices or standard operating procedures on any given task.

**Professionalism** - Legal Professionals set high standards and serve as role models for work performance, ethical conduct, and respect for others. They consistently conduct themselves in a manner consistent with generally accepted moral principles and values and within the guidelines and best practices of their profession.

### Representative behaviors

- Readily shares information with the appropriate people in a timely manner
- Makes timely decisions based on the best available information
- Gathers all information needed to make informed recommendations
- Thinks through what is needed to meet goals in terms of people and time frames
- Works to convince others to support an idea
- Redirects efforts when goals change or results are not met
- Handles unexpected questions and attitudes with calmness and flexibility
- Interacts with others in ways that build trust and loyalty



JOB MODEL																
Leading		Active Communication		Interpersonal Dynamics		Making Decisions		Solving Problems		Managing Processes		Self-Management				
Leadership Maturity		Influence and Persuasion		Interpersonal Sensitivity		Deliberative Decision Making		Creativity and Innovation		Quality Focus		Composure and Resiliency				
Leadership Communication		Conflict Management		Helpfulness		Decisiveness		Analytical Thinking		Compliance		Generating and Expressing Enthusiasm				
Driving Results		Negotiating		Service Focus		Strategic Thinking		Learning Agility		Response Orientation		Strength of Conviction				
Leading Change		Active Listening		Relationship Building		Organizational Citizenship		Scientific Acumen		Safety Focus		Achievement Motivation and Perseverance				
Managing Innovation		Communicating		Collaboration and Teamwork		Information Seeking		Business Acumen		Process Management		Self-Awareness				
Managing Quality		Instructing		Organizational Savvy						Time Management		Adaptability				
Team Building				Global Mindset						Planning and Priority Setting		Initiating Action				
Coaching and Developing Others										Organizing and Documenting Information		Accountability				
Delegating										Applying Standard Practices		Professionalism				
Fact-Based Management												Continuous Learning				
Strategic Talent Management												Extended Task Focus				
Directing												Comfort with Ambiguity				