

## TRAINEE LAWYER PROGRAMME AT AL TAMIMI & COMPANY

Al Tamimi's Trainee Lawyer Programme is designed with a primary focus to acquire, incubate and develop local national talent until qualification. Ideally, candidates are then placed as Associates within their specialized practice area upon qualification within their respective local jurisdiction. The training period falls between 1 - 3 years, depending on the jurisdiction.

Having a smaller intake of Trainee Lawyers than international law firms gives Trainees the opportunity to stand out, have more access to Partners and ensure better quality of work. This way, their presence around the office is felt, and they become part of the team.

## HOW DO I APPLY?

Trainee Lawyers at Al Tamimi & Company are recruited on a rolling basis throughout the year. While direct applications and recommendations by Partners are quite common, we have a number of universities that recommend prospective candidates to us. Candidates can also apply to be a Trainee Lawyer while they are already doing an internship with the Firm as well as through our [website](#) throughout the year when positions are available. Candidates are interviewed by the Trainee Lawyer Programme Coordinator and the prospective Head of Office / Department. We look for a number of skills and competencies the candidate may have, such as communication and interpersonal skills.

## HOW DOES IT WORK?

During their training at Al Tamimi & Company, Trainees will undertake a number of rotations through our various practice areas. We will refer to these as placements. This will provide each Trainee with a broader spectrum of legal knowledge.

Each Trainee Lawyer is assigned a mentor to guide them and give advice when needed for the duration of their training. Each Trainee is also assigned a Senior Associate or Partner as their direct line manager, who will also be allocating work to the Trainee Lawyer. The line manager changes depending on the Trainees' placement.

During their training period, Trainees go through on the job training and structured training. On the job training includes dealing with clients via email, drafting memos, dealing with real situations and transactions, compiling research or even presenting a topic of interest to the department during the monthly department meeting.

Structured training not only includes regular legal seminars that the Trainees are invited to attend, but also the Annual Trainee Lawyer Development Programme where Trainees are gathered in Dubai to attend a three day programme designed to develop certain skills and areas Trainees need to focus on. Some of the courses that are featured during these three days include legal drafting in Arabic, Communication Styles and a mock trial where Trainees are split into teams to present their respective clients before a panel of Partners as judges.

## PLACEMENTS\*

As part of the on-boarding process, we ask the Trainee for their preferred practice areas and allocate the first placement accordingly. During the training period, each Trainee will spend between 3 - 6 months in each practice area. This allows the Trainee to explore a number of practice areas before deciding on which area they want to specialize in.

During informal monthly catch-ups between the Trainee Lawyer and the Trainee Lawyer Programme Coordinator, we evaluate the Trainees' strengths and weaknesses and work on a development scheme to develop certain areas that need work.

Trainees will receive regular informal feedback on their work from their line managers who will assign the Trainees work throughout their placements. Partners and other lawyers in the department may also involve the Trainee with matters they are working on.

*\*Placements are subject to the jurisdiction and availabilities within the departments chosen as some jurisdictions do not offer placements.*

## QUALIFICATION AND ASSIGNMENT

To qualify as a practicing lawyer ("Associate"), each Trainee must complete a set of tasks set by their respective jurisdiction's Ministry of Justice.

Once Trainees complete their official training process and are sworn in by their respective Ministry of Justice, they are re-designated as Associates and are allocated a final and permanent placement within the Firm. Ideally this placement would be in their respective jurisdiction of qualification, however, placements are based on department needs or vacancies as well as Trainees' preferences.