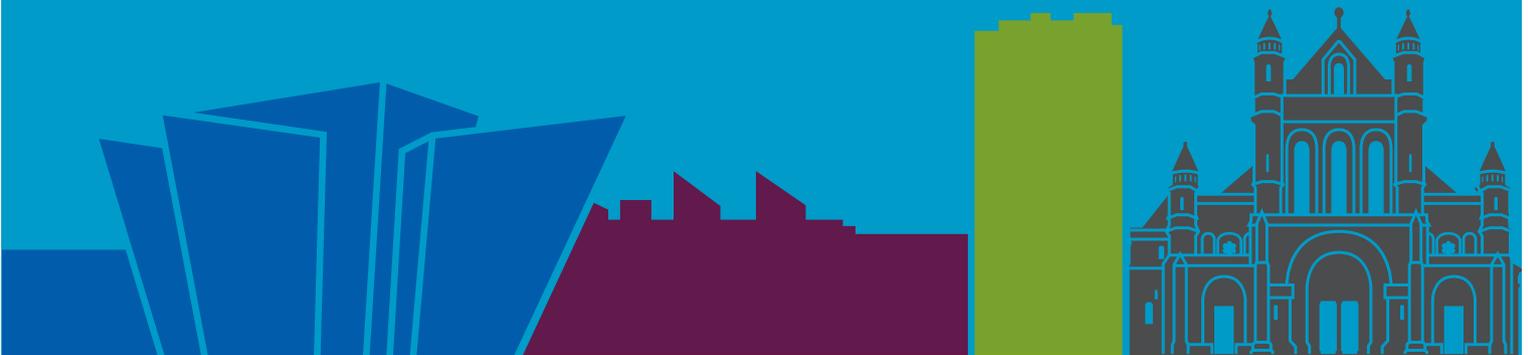


# TRAINEE SOLICITOR PROGRAMME



“There is a strong emphasis placed on learning and development throughout your traineeship.”



# YOUR CAREER JOURNEY

At A&L Goodbody, graduates are guided every step of the way as they embark on their legal career with top tier, market leading lawyers. Throughout your training contract, you are fully supported with a structured Trainee Development Programme which allows you to develop the skill set and commercial acumen to become the next generation of top international lawyers.

TRAINING CONTRACT  
OFFICIAL START DATE  
**SEPTEMBER**

IN-OFFICE/INSTITUTE OF PROFESSIONAL  
LEGAL STUDIES (IPLS) TRAINING

SEAT 1

6 MONTHS

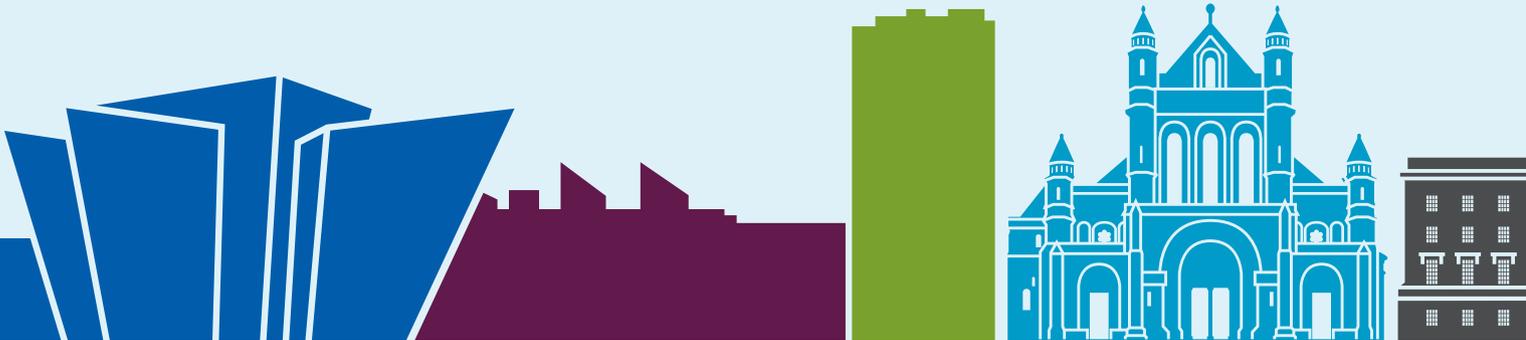
IN-OFFICE/INSTITUTE OF  
PROFESSIONAL LEGAL  
STUDIES

SEAT 2

6 MONTHS\*

\* Whilst at the Institute of Professional Legal Studies, trainees are in the office Mondays and during the usual academic holiday.

\*\* If you have already completed the LPC or equivalent then a revised training contract timetable will be instituted with you.



IN-OFFICE/INSTITUTE OF  
PROFESSIONAL LEGAL  
STUDIES

SEAT 3

6 MONTHS\*\*

QUALIFICATION  
AUGUST

IN-OFFICE/INSTITUTE OF  
PROFESSIONAL LEGAL  
STUDIES

SEAT 4

6 MONTHS\*

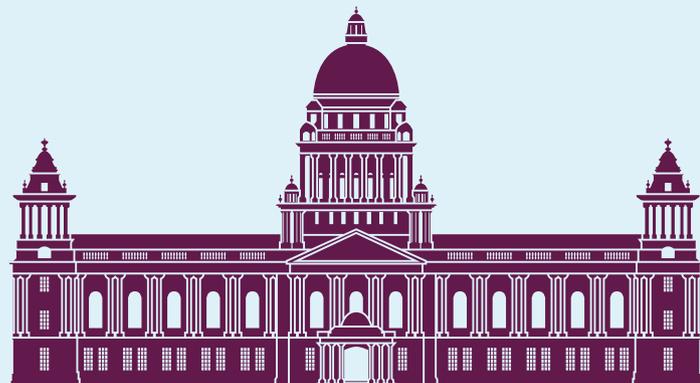


## Gareth Walls

Partner with responsibility for  
Trainee Solicitor Programme

"At A&L Goodbody we know that clients need technically excellent commercial advice delivered pragmatically.

We know that to be the best, we have to have the best people at every level within our Firm. Finding the best candidates is only the start. We invest time and money to ensure you will be developed to achieve your career ambitions. You will be exposed, from day one, to some of the most challenging and stimulating commercial legal work in the country. You will be given all the support needed to develop a reputation as a specialist in your chosen area of law."





## Julian Yarr

Managing Partner

'Ireland's Most Trusted Leader 2016'  
– Great Place to Work (GPTW)

"At A&L Goodbody, we pride ourselves on our strong culture of working together. Our approachable and collaborative working environment means that we listen and learn from each other every day. We understand that we can only continue to be the best by investing in people and developing their talents into the best expertise. Everyone continues to learn throughout their career, nobody here thinks they know it all. Training at A&L Goodbody starts with our Trainee Solicitors and never stops. Job satisfaction is as important to us as it is to you, and there is particular satisfaction in working on international business deals and high profile corporate projects. As a Trainee Solicitor with A&L Goodbody we commit to giving you an experience that will maximise your potential."

## WHO WE ARE

A&L Goodbody is internationally recognised as Ireland's leading law firm. The Firm has an extensive and top class client list, representing household names, financial institutions and international blue chip corporations. With 88 Partners and over 700 staff, we offer the broadest range of commercial and specialist legal services in Ireland.

In Northern Ireland we have been awarded 'No.1 M&A Corporate Law Firm of the Year for the past 3 years - Experian Corpfin. We are also the European Law Firm of the Year 2015.

We are a full service 'all-island' law firm with our principle offices in Dublin and Belfast. We also have international offices in London, New York, San Francisco and Palo Alto. The Firm's work environment reflects an atmosphere of achievement and excellence. First class information technology systems and an award winning Knowledge Centre support your development as a Trainee Solicitor and allow you to thrive within the Firm. A subsidised restaurant, smoothie bar, coffee dock and on site gym contribute to an enjoyable working environment.

We have a collaborative culture at A&L Goodbody. We find innovative, commercial, legal solutions as a team, and share knowledge throughout all levels of the Firm.



## AT A GLANCE

GOODBODY

EMPLOYEES

88

PARTNERS

35+

TRAINEES HIRED  
EACH YEAR



PRESENCE IN 6  
INTERNATIONAL OFFICES



30+

SPECIALIST  
LEGAL AREAS

APPROX  
£2.5m

WORTH OF PRO BONO  
LEGAL ADVICE SINCE 2013



5 YEARS

VOTED 'BEST GRADUATE  
RECRUITER IN LAW'

## WHY A&L GOODBODY?

Our ambition is to be our clients' best advisers and that is what we train you to become. Our Trainee Solicitors are the future of our Firm and we invest significant time, care and attention in the development of our Trainee Solicitor Programme. We are confident that our Programme offers the best training to the right candidates and we are delighted to be recognised for the strength of our Programme as recipient of the gradireland award for 'Most Popular Graduate Recruiter in Law' for the fifth consecutive year.

If you want to become a top class corporate lawyer, receiving the very best training is essential. As a Trainee Solicitor at A&L Goodbody, you are not pigeon-holed into a particular area of law too early. You have the opportunity to discover for yourself where your interests lie and what you are really good at.

We also feel that there's more to a traineeship than learning about law. You will learn how business works and how to interact with clients. We teach you how to apply your legal knowledge to commercial situations, in a practical way. You will be encouraged to challenge yourself and to realise your potential.



## WHAT YOU CAN EXPECT AS A TRAINEE SOLICITOR

As a Trainee Solicitor you will have an opportunity to discover which areas of law interest and engage you most. Some people are born litigators, others love the dynamics of a commercial deal and some absorb themselves in employment law, taxation or restructuring. Our Trainee Solicitor Programme is designed to encourage and develop your unique qualities.

As a Trainee Solicitor you will spend time in our main departments; Mergers & Acquisitions and Corporate, Litigation & Dispute Resolution, Banking & Financial Services, Commercial Property. In each department you will work as part of a team with all the support, facilities and guidance you need to learn about that area of the law. In addition, we have a range of specialist units focusing on particular areas of the law like EU & Competition, Restructuring & Insolvency, Energy, Environment, and Intellectual Property & Technology to name but a few. You will also have the opportunity to work in these areas during your traineeship.

Our approach is friendly; our office doors stay open. We are always ready to answer questions and many of our Trainee Solicitors will have the opportunity to share an office with a Partner and other senior lawyers during their traineeship.



### ARIANNA MARANO

Trainee 2014

I was extremely pleased to be offered a training contract with A&L Goodbody due to its reputation as a leading corporate firm. The opportunity to complete a secondment in the Dublin office sets A&L Goodbody apart from other Northern Irish firms. As a trainee you are expected to work hard, but we are often given high level work which carries a lot of responsibility and is essential for the completion of every project, meaning that while the work may be tough at times it is also very rewarding. Socialising with your colleagues is encouraged, with regular office nights out and social events such as the Annual Tag-Rugby Tournament. Events like these have really helped me to feel welcome and to quickly integrate with the team as a whole.





## DID YOU KNOW?

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We encourage all of our Trainee Solicitors to do further studies during their traineeship and provide guidance and financial assistance to help you to do so.

## WORK WITH THE BEST

Our clients include the world's top multinationals, financial institutions, entrepreneurs and investors. The legal work we do for them is challenging, complex and often ground-breaking. We will train you to thrive in this environment – to be the next generation of top international lawyers.

A selection of our clients include:



## LEARNING & DEVELOPMENT

As a Trainee Solicitor at A&L Goodbody, you can expect to receive excellent training in the practical application of the law, from the moment you begin your career with us. We believe in investing in your ongoing development as a corporate lawyer and trusted business adviser. In addition to the Law Society's Professional Practice Courses, which form part of your training contract. Our Trainee Development Programme combines on-the-job experience, informal mentoring, and practical legal skills development through in-house workshops, seminars and full access to our extensive research and library facilities. We encourage people to take on new challenges, to acquire new skills and push themselves to realise their true potential.

## INTERNATIONAL & SECONDMENT OPPORTUNITIES

All of our Trainee Solicitors have the opportunity to secure international experience or complete a client secondment. We also offer secondment opportunities with some of our key domestic clients. We believe there is no substitute for practical, hands-on experience. Giving our Trainee Solicitors the opportunity to develop these skills means they become lawyers who fully understand how business works – a real benefit to the Firm and our clients.



**AIDAN MCCONVILLE**

Trainee 2015

"From a trainee's perspective, from day one there is a strong sense of the structures the firm has in place and the pathway ahead of you. The Talent Management Programme and Commercial Awareness sessions not only broaden your knowledge but allow you to see things from a client's perspective and understand the context and commercial reality of much of the firm's work. It is an exciting time to be a trainee at A&L in Belfast as it is a firm which is growing so quickly."



## THE PACKAGE

A&L Goodbody offers one of the most attractive salary and benefits packages available in the market place. This package demonstrates the tangible elements of the support and rewards we give to our Trainee Solicitors. You'll find that the mentoring, support and social side to your career make the reality of working in A&L Goodbody even more rewarding.

### FINANCIAL BENEFITS

- ✓ Top of the market salary
- ✓ Full salary paid whilst at the Institute of Professional and Legal Studies (IPLS)
- ✓ All Law Society fees paid during traineeship
- ✓ Discretionary Christmas bonus
- ✓ Contribution to personal retirement savings account (following qualification)
- ✓ Conveyancing service

### PROFESSIONAL DEVELOPMENT

- ✓ Assessment and feedback throughout your career with us
- ✓ Career development and mapping (following qualification)
- ✓ Award-winning Knowledge department
- ✓ Continuing professional development
- ✓ Training and development programme

### HEALTH AND WELL-BEING

- ✓ Contribution towards private health insurance
- ✓ Wellness and employee assistance programme
- ✓ Paid maternity, paternity and adoptive leave
- ✓ Long term sickness policy
- ✓ VDU eye testing and contribution towards eye sight testing and glasses/contact lenses

### LIFESTYLE

- ✓ Flexible working policy (on qualification)
- ✓ Unpaid leave
- ✓ 20 days holiday per annum, increasing with length of service
- ✓ Occasional dress down days
- ✓ "Great Place to Work" committee, which includes trainees
- ✓ Sports and social events

## WHAT HAPPENS AFTER TRAINING?

As your traineeship progresses, we work with you to develop your own personal career path.

The area of law you practice upon qualification, will not be decided until you complete the Trainee Solicitor Programme. The range of specialist services offered by the Firm enables us to provide a degree of flexibility to Trainee Solicitors and newly qualified solicitors in terms of which area of law they want to focus on. We support our newly qualified solicitors with our market leading learning and development programmes, aimed at the continued development of our legal talent, through mentoring, workshops on commercial skills, seminars and further education.

Opportunities for promotion and advancement are clearly communicated. We encourage all our newly qualified solicitors to be ambitious about what they can achieve and to work hard to get it.

“We support our newly qualified solicitors with our market leading learning and development programmes.”



## THE APPLICATION PROCESS

### Candidate Criteria

All applicants must be either final year undergraduates, postgraduates or have successfully obtained a third level degree qualification.

Although a primary degree is a pre-requisite, we don't just look for people who are academically high achievers or limit applicants to those who have studied law. We accept degrees from all disciplines. It is also important to us that you can work as part of a team, are motivated, have initiative and have clear expectations of your future.

We look for candidates who are commercially aware, assertive and effective communicators, and have the personality and disposition to become top class corporate lawyers. We also look for evidence of the following attributes:

- Strong academic ability
- Ambition and commitment
- Teamwork
- Problem solving ability
- Adaptability
- Future leadership

## HOW DO I APPLY?

To apply for a position on our Trainee Solicitor Programme visit our website [www.algoodbody.com/trainees](http://www.algoodbody.com/trainees), to complete and submit your online application. The stages of our application process are outlined below. Specific timelines for this year's recruitment process are available on our website and our LawStart app.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
				
<b>APPLICATION</b>	<b>SELECTION</b>	<b>INTERVIEW</b>	<b>OFFER</b>	<b>ACCEPTANCE</b>
Online application process.	Our Trainee Solicitor Committee reviews all applications and selects candidates for interview.	Interviews for Trainee Solicitor positions are held in our Dublin office.	Verbal and written offers are made to successful candidates.	Candidates confirm acceptance of offers.



## TANYA SURGEON

Trainee 2014

After accepting my offer for a training contract from A&L Goodbody, it was immediately clear that the firm place a strong emphasis on trainee development. From the outset, trainees are afforded the opportunity to work on complex and interesting cases, whilst also being able to develop our knowledge of legal developments and business and client needs through regular commercial awareness sessions and the firm's unique Knowledge Centre. The "open door" policy means that there is a strong support network in place, which is complimented by the firm's Mentor Scheme, involving Partners, solicitors and trainees alike. Whilst the work can be challenging, it is exciting to be part of a truly international organisation whose commitment to investing in the trainee programme is unrivalled in Northern Ireland.

## COMMUNITY PROGRAMME

As a Trainee Solicitor you will have the opportunity to get involved in our Community Programme called 'Step Up'. We deliver a number of projects in partnership with the local community, focusing on supporting those most in need, through Educational and Employment Programmes. You will also get the opportunity to use your legal skills to support charities and not for profit organisations through our pro bono programme.



## INNOVATION

### Future Focus

At A&L Goodbody we are always looking at what is trending in business. We are known for our innovative legal work and for our approach to client communications. We were the first Irish law firm to develop a digital communication strategy, including Ireland's first legal blog [www.irelandip.com](http://www.irelandip.com) and Ireland's first business law apps: LawStart, Irish HR Law and Irish Data Privacy Law.



## SOCIAL SCENE AT A&L GOODBODY

- Summer barbecue
- Christmas party
- Theatre & karaoke nights
- Calcutta Run
- Golf outings
- Surfing weekends
- Inter-office football, tennis & cricket games
- Tag rugby team
- Weekends away
- Cinema trips
- Karting
- Paintball & clay pigeon shooting
- Themed table quizzes
- Hill walking
- 5-a-side soccer team
- The A&L Factor
- Strictly A&L
- The A&L Choir



**JILL SINCLAIR**  
Trainee 2012

As a trainee at A&L Goodbody you are given extensive opportunity to expand your legal knowledge and professional development. We are encouraged to attend both internal and external seminars and get involved in events organised by our Young Professional Events Committee. As trainees, we have a “buddy system” which is great as it ensures we each have a friend and mentor who we can turn to for advice. Socialising with colleagues is also encouraged including trainee weekends away and regular office nights out.

# → gradireland inside buzz

We are the first and only Irish law firm to participate in gradireland's 'Inside Buzz' initiative, a European graduate satisfaction survey.

This is what our Trainees have to say:

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## FORMAL TRAINING

"The firm runs a fantastic training programme. You are supported and encouraged every step of the way. There are Trainee Development Programme talks every week delivered by people in different departments, so you learn about all of the departments in the firm. The firm provides you with a bursary to complete further education courses such as diplomas or certificates."

Third year Trainee

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## CULTURE

"There is a huge emphasis on teamwork and an 'open-door' policy. Partners listen to you when you're on their team, and there are great social events for the firm every month. The firm works hard but also enjoys free time."

Second year Trainee

## TRAINEE RETENTION

"The retention rates are consistently over 90%. The firm makes a conscious decision not to over recruit at trainee level which means that retention levels for NQS remain consistently high."

Third year Trainee

## DIVERSITY

"In terms of diversity, A&L Goodbody recognise that individuals with different experiences, backgrounds and attitudes bring different perspectives and ideas to the organisation."

Third year Trainee

## SATISFACTION WITH WORK

“My team are very good at ensuring the trainee is involved in the transaction in a meaningful way. I have good client interaction, a lot of responsibility in drafting documents and liaising with the various parties.”

Second year Trainee

## PRO BONO

“The firm has a very strong track record in relation to pro bono projects and has been nominated/won numerous corporate awards for the programme. Employees at all levels are highly encouraged to get involved in some aspect of pro bono work.”

First year Trainee

## SALARY

“The firm takes the salary of its trainees very seriously, and ensures it is at the top of the market in terms of pay package offered.”

Second year Trainee

## INFORMAL TRAINING & MENTORING

“My partners have been extremely accessible and approachable in terms of gaining context around the transactions I have been involved in. I receive regular performance feedback and recognition when I have worked diligently.”

First year Trainee



@ALG\_LawStart

Keep  
up-to-date



algoodbody



A&LG LawStart App



/ALGtrainees

## CONTACT US

For further queries regarding the Trainee Solicitor Programme please contact:



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Send us a private message  
through Facebook or Twitter

[www.algoodbody.com/trainees](http://www.algoodbody.com/trainees)