

NEW WAYS OF WORKING IN THE AGILE LEGAL ENVIRONMENT



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Tips for Successful Agile Working

- ✓ **Be conscious of what volume you normally speak** at so that you develop self-awareness about how distracting you might be to your neighbours.
- ✓ **If you are in an office space** be aware of the cultural impact of closing your door on those in the open plan.
- ✓ **Develop a clean desk policy** so that you leave nothing out on your desk overnight.
- ✓ **Keep your mobile phone on silent or vibrate** as ringtones get annoying quickly.
- ✓ **Make use of common and collaboration spaces** to unchain yourself from your desk.
- ✓ **Scan and destroy paper copies** to dispose of all unnecessary paper as there is limited storage.
- ✓ **Engage with the courts and tribunals** by providing your feedback to drive the change you require in practice.
- ✓ **Set clear employee goals** as if you understand why the change is happening, and what you are expected to do during the change, you will be more willing to support the transition.
- ✓ **If available, take advantage of your freedom to choose a work space** to best suit the task you are undertaking as this will make you feel empowered and in control.
- ✓ **Acknowledge different work styles** and support different work times and places.
- ✓ **Embrace technology and empower yourself to learn new skills** as the legal profession is changing so embrace it and lead the change.
- ✓ **Revamp management** by encouraging leaders to model flexible behaviours, embrace change, and lead with a [Growth Mindset](#).
- ✓ **Don't forget the rules** under which you practice law.



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