

Easter Vacation Scheme

2011

Programme of Events
4th - 15th April

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Welcome to the Easter Vacation Scheme!
The next two weeks are going to be busy, but insightful. The programme below states where you need to be and at what time. Please make sure you arrive at the required location on time. If you are unsure of anything, or are unable to attend any of the events, please contact Amelia.

Week 1

Monday 4th April

9.30 - 10.00 - Welcome from Sonia and Amelia and Ice Breaker

10.00 - 10.30 - Welcome from The Board, Antony Phillips

10.45 - 11.30 - Health and Safety Briefing and tour of the offices (Louise Pople, Facilities Assistant)

11.30 - 12.30 - Question Time with the Trainees

12.30 - 14.00 - Lunch

14.00 - 17.00 - Discover FFW departments

- Corporate and Finance (Derek Hill, Partner in Tax and Naomi Hilliar, Trainee)
- IP and Technology (Graeme Payne, Senior Associate in Commercial IP, Nick Fiducia, Solicitor in Technology and Outsourcing and Stuart Neely, Trainee)
- Real Estate (Joe Payne, Partner in Property Litigation and Raechel Slattery, NQ in Real Estate)
- Regulatory (Daniel Geey, Associate in Competition and EU Regulatory, Carina Dalton, Solicitor in PRG and Rebecca Fisher, Trainee)
- Litigation (James Warren, Partner in Employment, David Gallagher, Partner in Pensions, Charlotte Dollard, Trainee and Phil Bilney, Trainee)

19.00 - Dinner with the Trainees

Tuesday 5th April

9.30 - 11.30 - Either IT Training or Research Skills (Meet in Vine Street Reception at 9.30) *

11.30 - 12.30 Meet your trainee buddy and department

14.00 - 16.00 - Either IT Training or Research Skills (meet in Vine Street Reception at 14.00) *

16.00 - 17.30 - In your department

Wednesday 6th April

9.45 - 11.45 - Presentation Skills (Liz Ritter, Learning and Development Manager in LG11)

11.45 - 13.30 - High Court Visit - Meet Kenny Francis at Vine Street Reception Security

Rest of the day in departments

Thursday 7th April

All day in departments

Evening - Jack the Ripper Tour

Friday 8th April

All day in departments

Week 2

Monday 11th April

9.30 - 10.45 - Pitch Briefing (Hannah Perry, Business Development Manager in LG12)

11.00 - 11.30 - Coffee with Moira Gilmour, our Managing Partner (in C1)

11.30 - 13.00 - Pitch Preparation (in LG08 and LG12)

14.30 - 16.00 - Introduction to Law Firms (Fiona Cleary, Learning and Development Manager, in LG11)

Rest of the day in departments

Tuesday 12th April

All day in departments

Evening - Pub Quiz

Wednesday 13th April

9.30 - 11.30 - Pitch Preparation (in LG09 and LG12)

Rest of the day in departments

Thursday 14th April

8.30 - 9.30 - Breakfast with Matthew Lohn, Training Principal (in C10)

9.30 - 12 noon - In departments

13.00 - 15.00 - Pitch Preparation (C12, C13 and C14)

15.00 - 17.00 - Pitch presentation (C8, please wait in C6 to be called)

Evening - Drinks Reception and Dinner

Friday 15th April

9.30 - 10.30 - Breakfast with Charlie Keeling, our HR Director (in C1)

10.30 - 12.30 - In Department and debrief with HR (HR will send you an invite to a meeting)

12.30 - 14.30 - Farewell Lunch (The Bolt Hole)

Debrief with HR and a nice early finish on a Friday!

Please note that room numbers starting with a C (e.g. C1, C5) are conference rooms in Vine Street on the 1st floor Reception. Those starting LG are also in Vine Street but on level -2.

**You will be split into two groups for IT Training and Research Skills. Group 1 will have IT Training first and you are: James Archer, Nichola Bailey, Monika Buczynska, Simon Elliott and Nicholas Iles. Group 2 will have Research Skills first and you are: Raihan Islam, Shazia Khan, Amy Lambert, Andrew Moroney and Tim Rickard.*

Useful Contact Details

Sonia Cochet, Senior HR Manager

Ext 4236 Email: sonia.cochet@ffw.com

Amelia Goodwin, Graduate Recruitment Manager

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Liz Ritter, Learning and Development Manager

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Fiona Cleary, Learning and Development Manager

Ext 4942 Email: fiona.cleary@ffw.com

Hannah Perry, Business Development Manager

Ext 4886 Email: hannah.perry@ffw.com

Reception

Ext 4111

IT Helpdesk

Ext 4315