

## 10 TIPS TO BOOST YOUR LEGAL TEAM'S PERFORMANCE

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As the legal field evolves, [practice management strategies must adapt as well](#). So how can you help your in-house legal team step up its game, and maximize the skills already available? For team leader, the first step is getting to the root of the problem by identifying the factors contributing to lackluster results.

Sometimes poor outcomes are the result of making a bad hire. But even superstars on your team may falter and no longer produce at the level you'd like. Here are some common causes of poor performance in legal jobs and tips to enhance team performance.

### 5 staffing problems every legal team manager should avoid:

1. **Overwork.** [Stress](#) and burnout are real concerns for professionals in demanding legal jobs.
2. **Vague responsibilities.** When employees have to wear too many hats, they could falter on work you deem a top priority.
3. **Unchallenging work.** Boring, repetitive work is a part of any job, but if it isn't widely dispersed or shared, it can lead to apathy and tepid results from the employee stuck with the lion's share.
4. **Lack of training.** If you haven't bothered to train your associates on the department's latest software, workflow and performance are sure to take a dive.
5. **Lack of resources.** All the passion and professionalism in the world won't help employees who aren't on a level playing field with their peers at other organizations. If your team doesn't have the tech tools they need (software, databases, training, etc.) they won't be able to do their jobs properly.

### 5 performance-boosting strategies every legal manager should embrace:

1. **Set benchmarks for success — for every role.** Savvy managers of legal teams must explain from the get-go the difference between average and exemplary performance. In addition to annual performance reviews, it's advisable to hold regular team meetings and one-on-one chats to check on your employees' progress in their legal jobs, gauge job satisfaction and deal with minor issues before they grow into bigger headaches.
2. **Bring in temporary help.** The cost — in finances and morale — of using a [specialized staffing agency](#) is less than stretching your full-time staff too thin. If your paralegals are already busy preparing for an upcoming case and you ask them to help with a large task that competes for their time, chances are their work will be not as thorough.
3. **Offer training and resources.** Emerging technologies and corporate governance regulations are among the issues lawyers believe will have the biggest impact on the practice of law during the next five years,

according to our company's [Future Law Office 2020](#) research. For your firm to remain competitive and strong, it's important to stay on top of these trends. Stipends or reimbursements for workshops and professional development opportunities are excellent ways to strengthen employees' skills and help them thrive in their legal jobs.

4. **Institute a bonus program.** If performance has been flagging, merit bonuses could help spur your legal team to work harder. Think outside the box as a legal manager. You could even have specific categories to address problematic issues, as you perform your 'morale' inventory, such as financial incentives that reward staff for providing superior client service.
5. **Express your appreciation in a memorable way.** Create a more positive workplace by recognizing attorneys and [legal support staff](#) with more than just financial incentives. Make it a habit to verbally thank the entire team, as well as tout the successes of individuals who do exceptional work. Also fun are surprises such as a "build your own sundae bar" for an afternoon treat.

From in-house counsel to paralegals to legal secretaries, all positions within your legal department are vital to the organization's success. Helping each member of your legal team achieve his or her peak performance means you'll reach the height of your own game as a manager.

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