

Manager of Professional Development & Training

Professional Development Department

Summary: The Manager of Professional Development & Training, in collaboration with the Directors of Professional Development, will lead, build, organize, and promote the Firm wide professional development function relating to the training and development of lawyers Firm wide. On a smaller scale they will oversee training for staff. They will be responsible for designing processes, procedures, curricula, and systems, developing infrastructure, and identifying and responding to the Firm's needs. The Manager of Professional Development - Training will report to the Chief Legal Personnel Officer and Directors of Professional Development.

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Qualifications:

- A minimum of three to five years of broad-based professional development experience. Experience in legal, consulting, or other professional services organizations, preferred.
- Demonstrated success establishing, developing, and managing robust career development functions in a national or international, multi-office environment.
- Expert understanding of best practices in professional development, adult learning principles, and instructional design.
- Strong interpersonal skills, including the ability to work effectively in a consensus-drive organization and to create consensus-based support for strategies and processes.
- Dynamic energy level. Passion for driving change and delivering innovative solutions.
- Excellent written and verbal skills.

Duties and Responsibilities:

- Develop, implement, and lead Firm wide lawyer professional development strategies. Establish skills guidelines, benchmarks, and competencies for lawyers; identify practice-specific and general training needs; and design and manage the implementation of the Firm's lawyer training curricula.
- Develop initiatives, projects, and other tailored programs and systems to further lawyer professional development.
- Work with internal faculty and outside instructors to develop program objectives, content and materials; assist with program design. Design training programs and instructional materials to "train the trainer."
- Develop and implement web-based and other alternate learning strategies in collaboration with Information Services.
- Create and maintain relationships with colleagues in our Diversity & Inclusion, Marketing, Human Resources, Wellness, and IT departments in order to incorporate their content into a broader curriculum.
- Oversee tracking and monitoring of training and development activity, including Mandatory Continuing Legal Education compliance for the states the Firm has offices. Produce analysis and statistical records as necessary.
- Work with Marketing on responses to Firm clients' training requests.
- Work with practice group leaders, committees, and administrative professionals to install core standards and values for professional development across the Firm.
- Design and implement metrics, reporting systems, and tools to evaluate effectiveness of training-related programs and initiatives; utilize results to enhance Firm offerings.

Qualifications (continued):

- A highly organized and self-directed approach to work with the ability to manage multiple projects simultaneously. Impeccable attention to detail.
- Strong analytical and problem solving skills. Sound judgment.
- An undergraduate degree required; an advanced degree in organizational development, human resources, adult education, a related field, or J.D. preferred.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Duties and Responsibilities (continued):

- Monitor current trends and best practices in professional development - implement new innovations, as appropriate, to ensure innovative and cutting edge programs are provided for the Firm's lawyers and clients.
- Participate in building a culture that is team-oriented and committed to professional excellence.

Status: Exempt

Reports To: Chief Legal Personnel Officer and Directors of Professional Development

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