

# ACC IN-HOUSE COUNSEL CERTIFICATION PROGRAM

**April 30 – May 3, 2018**

Dubai Legal Affairs Department  
Continuing Legal Professional Center  
Dubai, United Arab Emirates



An intensive, four-day training program based on international best practices.

**Space is limited. Register now!**

**[www.acc.com/icc](http://www.acc.com/icc)**



**ACC** Credentialing Institute  
Association of Corporate Counsel

Setting the Standards for Law Department Excellence

# Set Yourself — and Your Law Department — Apart with this Elite Credential

If you are an in-house attorney seeking to become proficient in the essential skills identified as critical to an in-house legal career, the ACC In-house Counsel Certified (ICC) designation is precisely what you need. It will help you position yourself as indispensable to the corporate client.

In-house counsel might have many different responsibilities and work in a variety of department settings. This program is carefully designed to provide value to you whether your interest is to improve service to the corporate client or advance your career.

Each participant will not only personally benefit from the training, but their law department and employer will benefit from having an attorney that returns with global best practices in providing effective and efficient legal counsel.

## About the Program

The ACC In-house Counsel Certification Program covers the core competencies that are applied by corporate counsel professionals. Certification is not tied to any specific country's laws, but draws from the experience of ACC's global membership to identify what is essential to the successful in-house practice. Participants will learn how to:

- Translate legal knowledge into business solutions that meet client expectations.
- Build the emotional intelligence and people management skills necessary for navigating the unique culture of their organization.
- Deploy value-based policies, along with effective employee training, to help protect their organization from legal liability.
- Implement tech-forward processes that can take their legal operations to a new level of efficiency.
- Contribute to financial decision-making and strategic planning, both on the law department level and across the organization.
- Articulate, as well as demonstrate, the value of the law department.

The program's 25-hour curriculum includes live instruction, hands-on experience, and a final assessment, and targets three competency areas:

- Stakeholder Relationships
- Law Department Management
- Legal Services

## About the Designation



The Association of Corporate Counsel Credentialing Institute (ACCCI) is the credentialing arm of the Association of Corporate Counsel. Participants who successfully complete the requirements of the ACC In-house Counsel Certification Program will earn the ACC In-house Counsel Certified (ICC) designation. This elite credential indicates that its holder possesses the competence, skills, and acumen to complement a high-performing organization.

# Training Schedule and Session Descriptions

## DAY 1: APRIL 30, 2018

### 9:00 AM - 9:15 AM ~ Welcome and Introduction

### 9:15 AM - 10:45 AM ~ The Role of In-house Counsel

This session examines organizational fundamentals and the expectations of today's in-house counsel. Faculty will discuss how the business units, executive suite, and legal department work in tandem to achieve the organization's goals. As a topic that is too often overlooked, there will be a focus on understanding the revenue generation activities of your organization. From there, faculty will take a deep dive into the corporate legal department, including a discussion of generalist versus specialist roles and an analysis of reporting lines: direct versus indirect, centralized versus decentralized, and operational versus geographic.

#### **Learning outcomes — delegates will learn how to:**

- Create organizational charts and map multiple reporting lines
- Navigate the corporate structure through increased emotional intelligence, leadership, and people management skills
- Encourage business partners to seek the advice of in-house counsel

### 11:00 AM - 12:30 PM ~ Managing an Indispensable Law Department

Building on earlier instruction, this session offers practical tips for communicating effectively with the executive suite and board of directors. There will be an in-depth discussion of the strategic planning process, including how to align the law department's goals with the greater organization. The discussion will cover related budgetary considerations, performance management, and the use of technology-driven solutions. Finally, faculty will introduce recurring issues around international attorney-client privilege.

#### **Learning outcomes — delegates will learn how to:**

- Develop a blueprint for running a law department based on global best practices
- Implement short- and long-term strategic plans
- Approach attorney-client privilege, whether in a common law or civil code jurisdiction

### 12:30 PM - 2:15 PM ~ Lunch Program: Practicing Law in Dubai

### 2:15 PM - 3:45 PM ~ Team Project: Creating Effective Reporting Lines and Training the Board of Directors

During this interactive project, delegates will break into teams to work on a hypothetical situation involving a new general counsel. Delegates will address how the general counsel should educate the board of directors on their duties and responsibilities when a major violation of law occurs. This project requires delegates to examine reporting lines and determine when to update the board on developments.

### 4:00 PM - 5:30 PM ~ Team Presentation: Telling the Board of Directors What to Do

Teams will deliver a mock presentation to the board of directors. Each presentation will be 10 minutes long. Following the presentation, faculty will provide evaluation and feedback. Each presentation will be graded.



# Training Schedule and Session Descriptions *(continued)*

## DAY 2: MAY 1, 2018

### **9:00 AM - 10:30 AM ~ Managing Stakeholder Expectations**

This session addresses what it means for in-house counsel to have the corporation as the client. Faculty will return to attorney-client privilege, discussing how to manage expectations when a stakeholder — whether board member, officer, or field-based employee — views in-house counsel as their personal representative. Through this discussion, effective communication skills will be emphasized again as characteristic that distinguishes excellent in-house counsel. The second half of the session will revisit the topic of measuring and demonstrating law department value.

#### **Learning outcomes — delegates will learn how to:**

- Approach difficult conversations about who the client is
- Identify the proper performance metrics while avoiding the pitfalls of “over-measuring”
- Leverage technology and other value-drivers to continuously improve performance

### **10:45 AM - 12:15 PM ~ International Negotiations and Contract Management**

This session highlights the unique challenges of international negotiations, particularly where the negotiating parties might bring different cultural experiences and expectations. There will be practical strategies for interpreting signals during the negotiation, coping with cultural differences, and successfully managing the process to seal the deal. From there, the session will outline effective contract management strategies for global law departments.

#### **Learning outcomes — delegates will learn how to:**

- Acknowledge and respond effectively to the cultural norms of their counterparts at the negotiating table
- Approach the challenges of localizing contracts to country-specific requirements
- Implement strategies for processing high-volume transactions (sales agreements, procurement agreements, and non-disclosure agreements) more efficiently

### **12:15 PM - 2:15 PM ~ Lunch Program: Corporate Governance in Dubai**

### **2:15 PM - 3:45 PM ~ Team Project: Closing the Deal**

During this interactive project, delegates will break into teams to negotiate opposite sides of a deal. The project involves implementing negotiation strategies, using emotional intelligence, and taking into account cultural considerations.

### **4:00 PM - 5:30 PM ~ Team Presentations: Explaining the Deal**

Teams will deliver a mock presentation to their executive team about the outcome of their negotiations and the impact on the company. Each presentation will be 10 minutes long. Following the presentation, faculty will provide evaluation and feedback. Each presentation will be graded.



# Training Schedule and Session Descriptions *(continued)*

## DAY 3: MAY 2, 2018

### **9:00 AM – 10:30 AM - Compliance, Ethics, and Legal Risk Management**

This session explores what an effective compliance and risk management program comprises, and how to build and maintain one. At the center of the discussion is drafting solid policies, procedures, and internal controls. The session also addresses background checks, employee training programs, auditing and reporting, and protecting intellectual property assets. There will be special attention to evaluating third-party issues on a global stage.

#### **Learning outcomes — delegates will learn how to:**

- Collaborate with other departments (e.g., sales, human resources) to proactively address risk and compliance
- Respond to regulators' requests and calibrate information disclosure
- Develop synergy between the ethics and compliance components of a program
- Implement an IP portfolio strategy to help protect some of your organization's most valuable assets

### **10:45 AM – 12:15 PM - Crisis Management and Crisis Audits**

This session presents the information that every in-house counsel needs to know about crisis management — from crisis audits and other pre-incident planning tools to crisis response and managing the effects of a crisis on the corporate brand. There will be an emphasis on developing flexible policies and procedures, since each crisis presents a unique set of challenges. The session will conclude with an overview of related insurance issues, including when and how to notify your insurance company of a triggering event.

#### **Learning outcomes — delegates will learn how to:**

- Conduct a crisis audit assessing the types of risk the organization might face and their likelihood of occurring
- Develop tools for explaining crisis strategy to the executive suite and board of directors
- Use mock incidents and other exercises to train staff on crisis response

### **12:15 PM – 2:15 PM ~ Lunch Program: In-house Counsel as a Project Manager**

### **2:15 PM – 3:45 PM ~ Team Project: In-house Counsel's Role in Compliance and Crisis Management**

During this interactive project, delegates will break into teams to work on a hypothetical situation involving a new general counsel. Delegates will create a compliance program and a crisis management program for a company, and then apply those programs to a crisis.

### **4:00 PM – 5:30 PM ~ Team Presentations: Presenting the Compliance and Crisis Management Plan to Leadership**

Teams will present their compliance and crisis management programs. Each presentation will be 10 minutes long. Following the presentation, faculty will provide evaluation and feedback. Each presentation will be graded.



# Training Schedule and Session Descriptions *(continued)*

## DAY 4: MAY 3, 2018

### 9:00 AM – 10:30 AM - *Creating Internal Investigation Protocols and Reporting to Stakeholders*

This session outlines best practices for internal investigations. It will begin with a discussion of who might lead a given investigation, between outside counsel, in-house counsel, and other corporate departments (e.g., compliance, human resources). Next, faculty will address the steps to conducting an internal investigation, including obligations to notify and update the appropriate stakeholders. As an underlying consideration, this session will address the possibility of investigation-related materials being subject to discovery in future litigation.

#### **Learning outcomes — delegates will learn how to:**

- Guard against the most common mistakes organizations make when investigating allegations of wrongdoing
- Formulate investigation protocols that account for the risk of subsequent discovery
- Approach issues related to cross-border investigations, including issues around data protection, witness interviews, and cultural and language differences

### 10:45 AM – 12:15 PM - *Managing Outside Counsel and Other Legal Service Providers*

This session offers a customizable blueprint for selecting the legal service providers that best suit your organizational needs. Specific topics that will be covered include recognizing when it is time to outsource work, determining the scope of the project, and setting a budget that sticks. There will also be a discussion of using team-building skills to improve your relationships with legal service providers.

#### **Learning outcomes — delegates will learn how to:**

- Evaluate the legal and ethical implications of outsourcing work
- Draft a request for proposals, including defining the project to avoid scope creep
- Develop outside counsel management guidelines
- Monitor progress and conduct after-action reviews to drive strong performance

12:15 PM – 2:15 PM ~ *Lunch Program: Finance and Budgeting*

2:15 PM – 3:15 PM ~ *Review of Program Topics; Question and Answer Session*

3:15 PM – 5:00 PM ~ *Certification Exam*

## General Information

### Registration Fees

Rates are listed in U.S. dollars. Training and certification exams will be conducted in English. Space is limited. Take advantage of early bird savings — register by February 28.

RATE TYPE	REGISTER BY	
	February 28	April 30
ACC Member	\$2,300	\$2,500
Register & Join ACC	\$2,500	\$2,700
Non-Member	\$2,800	\$3,000

Register at [www.acc.com/icc](http://www.acc.com/icc)

### Group Discounts

2 or more: \$200 discount for each registrant  
5 or more: \$300 discount for each registrant

**Registrations must be submitted at the same time to receive the discount.**

### Cancellations

Please see our refund policy at [www.acc.com/certhandbook](http://www.acc.com/certhandbook)

### Substitutions

Substitute attendees (from the same organization and eligible to attend) are always welcome. Please email your request, along with a completed registration form for the substitute attendee, to [certification@acc.com](mailto:certification@acc.com) or call +1 202.285.4183.

## Use of Personal Information

To find out how we may use your information please read our Privacy Statement at [www.acc.com/certification](http://www.acc.com/certification). By registering for this program, you agree to the terms and conditions, including the use of your information as stated in our Privacy Statement located at [www.acc.com/certification](http://www.acc.com/certification).

## Program Location

**Government of Dubai Legal Affairs Department  
Continuing Legal Professional Center**  
Al Hudaiba Awards Building  
Block C, 8th Floor  
Jumeirah Road  
Dubai, United Arab Emirates

## Hotel Reservations

If you are traveling to Dubai for the event, ACCCI has secured a group rate for accommodations. Please use the attached booking form to ensure you receive this discounted rate.

**Ramada Jumeirah Hotel**  
Al Mina Road  
Dubai, UAE  
Phone: +971 4 7027000  
[www.ramadajumeirah.ae](http://www.ramadajumeirah.ae)

## Rates

Deluxe Single Room: AED 250 + 20% taxes and service charge.

Deluxe Double Room: AED 300 + 20% taxes and service charge.

- The above rate includes breakfast daily at Cuisine Restaurant.
- Free WIFI service in the room and hotel's public areas.
- The above rate is subject to 5% VAT.
- The above rate is subject to AED 15 Tourism Dirham fees, per room per night.

## Recording/Electronics

No audio or video recording of an ACCCI program is permitted. We do encourage you to bring your personal laptops to be used during conference sessions.

## Contact Us

**Association of Corporate Counsel  
Credentialing Institute**

By email: [certification@acc.com](mailto:certification@acc.com)

By phone: +1 202.285.4183

[www.acc.com/icc](http://www.acc.com/icc)



30th April 2018 until 4th May 2018

**HOTEL RESERVATION FORM**

Please send your completed form before **Monday, 16 April 2018** to:  
*reservations@ramadajumeirah.ae*  
*cc to nidal.shbat@ramadajumeirah.ae*

**PARTICIPANT DATA**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 ID/Passport No: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Arrival Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETA: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETA: \_\_\_\_\_

*Note: Check in time at 14:00 hours and check out time at 12:00 hours*

**ACCOMODATION**

Room Category	Room Rates		Period of stay	Smoking/NonSmoking Twin/King Size Bed <i>(Subject to Availability)</i>
	Single Occupany	Double Occupancy		
<b>Deluxe Room</b> (35 SQM)	<b>AED 250</b>	<b>AED 300</b>		

**RATE INCLUSIONS**

- The above rate is inclusive of daily breakfast at Cuisine Restaurant.
- Free WIFI service in the room and hotel's public areas.
- The above rates are subject of 10% service charge, 10% municipality fees per room per night.
- The above rates are subject to 5% VAT.
- The above rates are subject to AED 15 Tourism Dirham fees, per room per night.

**PAYMENT BY**

American Express       Visa       Master Card       Diners Club

Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expired Date: \_\_\_\_\_

**GUARANTEE POLICY**

In the event of cancellation less than forty-eight (48) hours prior to the expected date of arrival, one (1) night cancellation charges will be applied.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_