

ACC IN-HOUSE COUNSEL CERTIFICATION PROGRAM

September 3-6, 2018

Dubai World Trade Centre
Sheikh Zayed Road
Dubai, United Arab Emirates



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

Space is limited. Register now!

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, and 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: SEPTEMBER 3, 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 – 1:45 PM ~ Lunch

1:45 PM – 2:00 PM ~ Exam Review

2:00 PM – 2:30 PM ~ Case Study ~ Adding Value to the Business Objectives

2:45 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.



"It is rare to encounter a program that helps in-house lawyers explore the host of non-legal aspects of their jobs — all from the angle of fellow in-house lawyers. ACC's program bridges exactly that particular gap."

Salah S. Mostafa, Director and Head of Legal (NEMEA),
Takeda Pharmaceuticals

Training Schedule and Session Descriptions *(continued)*

DAY 2: SEPTEMBER 4, 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 – 1:30 PM ~ Lunch

1:30 PM – 1:45 PM ~ Exam Review

1:45 PM – 2:15 PM ~ Case Study ~ Contract Management and Services

2:30 PM – 3:30 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.

3:45 PM – 5:15 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.



“I got the opportunity to meet interesting people from many countries with the same objective: becoming better in-house counsel.”

Patrick Nzirabatinyi Ngoga, Legal Officer, Southern African Trade and Development Bank

Training Schedule and Session Descriptions *(continued)*

DAY 3: SEPTEMBER 5, 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 backgrounds 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 – 1:30 PM ~ Lunch

1:30 PM – 1:45 PM ~ Exam Review

1:45 PM – 2:15 PM ~ Case Study ~ Project Management

2:30 PM – 3:30 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.

3:45 PM – 5:15 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.



"This was a great course with many valuable takeaways. It also tested and proved my ability to work as a team member with people I had never met before. Great opportunity."

Shaima Al Sayed, Counsel, General Motors Middle East

Training Schedule and Session Descriptions *(continued)*

DAY 4: SEPTEMBER 6, 2018

9:00 AM – 10:30 AM ~ *Creating Internal Investigation and Reporting Protocols*

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 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 – 1:30 PM ~ *Lunch*

1:30 PM – 1:45 PM ~ *Exam Review*

1:45 PM – 2:15 PM ~ *Case Study ~ Improving the Law Department Through Process and Technology*

2:30 PM – 3:30 PM ~ *Review of Program Topics; Q&A*

3:45 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 July 20.

RATE TYPE	REGISTER BY	
	July 20	September 3
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

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

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 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. 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.

Program Location

Dubai World Trade Centre
Sheikh Zayed Road
Dubai, United Arab Emirates

Hotel Reservations

We have secured a group rate for accommodations at the Ibis One Central Hotel and the Novotel World Trade Centre Dubai. Both hotels are a short walk from the training venue.

Ibis One Central

Dubai World Trade Centre
Dubai, UAE
Phone: +971 4 519 5555
www.accorhotels.com/gb/hotel-7080-ibis-one-central/index.shtml#origin=ibis

Single Room: AED 200

Double Room: AED 250

Novotel World Trade Centre Dubai

Dubai World Trade Centre
Dubai, UAE
Phone: +971 4 332 0000
www.novotel-dubai-world-trade-centre.com/

Single Room: AED 280

Double Room: AED 330

Rate Information

- Rates are inclusive of breakfast
- Rates are inclusive of 10% service charge, 5% VAT and 10% municipality fees
- Rates are subject to Tourism Dirham fee of AED 15 per room per day at Novotel and AED 10 at Ibis One Central.

Notice

Neither the ACC Credentialing Institute nor any hotel it is affiliated with will contact you to make a hotel reservation. If you receive a call soliciting reservations on behalf of the ACC Credentialing Institute or the certification program, it is likely from a room poacher and may be fraudulent.

If you have concerns or questions, please email us at certification@acc.com or call +1 (202) 285-4183.

Recording/Electronics

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

Contact Us

**Association of Corporate Counsel
Credentialing Institute**

By email: certification@acc.com

By phone: +1 202.285.4183

www.acc.com/icc



"The practical course content and shared experience of my peers and colleagues has given me additional and valuable insights and tips that I can translate into my every day working life as in-house counsel."

Daniel Abela, General Manager, Legal, International SOS

Novotel World Trade Centre & Ibis One Central Hotel - Booking Form
ACC Credentialing Institute
02nd September - 06th September 2018

	Room Type	Single Occupancy	Double Occupancy
<input type="checkbox"/> Novotel WTC	Superior Room	AED 280.00	AED 330.00
<input type="checkbox"/> Ibis One Central	Standard Room	AED 200.00	AED 250.00

TERMS & CONDITIONS APPLICABLE AS FOLLOWS:

- Above mentioned rates are per room per night, inclusive of Buffet Breakfast.
- Above mentioned rates are inclusive of 10% Municipality fee, 10% Service Charge, & 5% VAT and exclusive of AED 15 Tourism Dirham Fee per room per night in Novotel WTC and AED 10 Tourism Dirham Fee per room per night in Ibis One Central.
- Booking should be made & paid prior to 03rd August 2018, after this date rooms & rates are subject to availability.
- In case of no payment received by 03rd August 2018, rooms will be released automatically without further notice.
- Booking can be cancelled without charges at least 31 days prior to arrival after which the full stay is chargeable.
- In case of no show full stay charge is applicable.

BOOKING DETAILS REQUIRED AS FOLLOWS:

Guest Name: _____

Email: _____

Contact Number: _____

Arrival Date: _____ Flight No.: _____

Departure Date: _____ Flight No.: _____

I hereby agree to pay Novotel World Trade Centre LLC - the following charges with my credit card, using the link I will receive from the hotel by email, which is 3D secured:

☐ ROOM CHARGE ONLY INCLUSIVE OF 10% MUNICIPALITY FEE, 5% VAT & 10% SERVICE CHARGE.

☐ OTHER CHARGES : _____
(Please specify)

Card Holder's Signature : _____

ADDITIONAL INFORMATION:

- Our official check-in time is 1400 hrs and our check out time is 12 noon. A valid passport or Emirates ID is required in order to check-in.
- Any bed type request or preference would be subject to availability on day of arrival.
- Upon request the hotel can arrange for a private car pickup or drop off from Dubai Airport Terminal 1 or Terminal 3, at an additional charge of AED 200 net per car per way at the Novotel WTC and AED 170 net per car per way at the Ibis One Central. Charges are non-refundable once arranged.

Please forward completed with all details and signed form to:
Contact Person : Kiran Kumar || Email: H521-SL16@accor.com || Direct Tel: +971 4 310 8112