

Opportunities to Freshen Up Your Paralegal Career
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As we approach the Fall season, consider taking some CLEs /webinars or stepping outside your designated practice group to learn a new skill or enhance an existing skill and aid your professional development.

Seek out public speaking opportunities within your organization or at an outside group's meeting. Many talented individuals (some of your dearest colleagues) have a passion to share their experiences and knowledge with others. Being a guest speaker provides you the opportunity to communicate and connect with others who have similar interests. .

Do you have a passion for writing about your experiences as a paralegal to share with an audience of your peers? What do you consider your best practices as a paralegal, e.g. technology, career advancement, time management, legal research and writing skills, work/life balance? Direct this experience into a brief article to share your knowledge. Many of your peers may have similar interests and would invite new ideas to freshen up their paralegal careers.

Volunteer to ensure your organization or law firm has access to the latest regulations and court rules for the current year. Sometimes notifications are not sent about changes and unfortunately paralegals and attorneys discover that a submission is not compliant with the current regulation or court rule because the change was not circulated inside their organization. Summary charts of the changes shared with colleagues are a great resource tool for everyone!

Additionally, we as paralegals need to continue to enhance our skills to keep up with technology. Many employers can foresee emerging needs and may invite a beta testing group to determine whether a new technology will be cost effective and viable for the organization. Volunteer to be part of the beta group and get a sneak peek of the technology to be implemented throughout your organization. If you volunteer to be a part of the test group, exercise patience with functionality issues that may need to be addressed before a final rollout of the application to your colleagues.

Seek out a non-profit organization that you would like to assist with your time and talents. Do you have a colleague that routinely volunteers for an organization that needs some extra help to better serve their clients? Ask if they need additional help. Most professional and community organizations are always able to put talented and energetic volunteers to work. As the holiday season soon approaches many non-profit organizations are seeking additional volunteers to help provide services for their clients to enjoy the special time of year.

Stepping outside your comfort zone to freshen up your paralegal career in 2018 will enable you the opportunity to continue to grow as a member of the legal team in the overall delivery of legal services.