

# ACC IN-HOUSE COUNSEL CERTIFICATION PROGRAM

*Setting the Standards for Law Department Excellence*

## Conducted Virtually

An intensive, two week training program based on international best practices.



Space is limited.  
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# 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.

## 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.

## Course Structure

- **Online learning:** You will be given access to an Online Learning Portal where you will access materials which will assist you to satisfactorily complete the assessments and course. You can access your materials at anytime, anywhere and on any device.
- **Online workshops:** The second of the components is a series of online workshops that include live virtual group projects and activities to encourage the exchange of ideas and networking with your peers. The workshops are not only an opportunity for you to engage in practical exercises and tutorials, it is also a great chance to mix and connect with other legal professionals participating in the course.
- **Online assessment:** We want you to finish the course with the knowledge and skills to be a competent and successful in-house counsel. At the end of the course, you will undertake a self-paced online assessment. Delegates obtaining a passing score will be awarded the credential In-house Counsel Certified (ICC).

## On-Line Training Modules

### 1. The Role of In-house Counsel

This module examines organizational fundamentals and the expectations of today's in-house counsel. Participants 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, participants will take a deep dive into the corporate legal department, including a discussion of generalist versus specialist roles and analysis of reporting structures: 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

### 2. Managing an Indispensable Law Department

Building on earlier instruction, this module 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 organisation. The discussion will cover related budgetary considerations, performance management, and the use of technology-driven solutions. Finally, participants 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

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***"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 Mostafa**  
Head of Legal, MENA Cluster Novartis



## On-Line Training Modules *(continued)*

### 3. Compliance, Ethics, and Legal Risk Management

This module explores what an effective compliance and risk management program comprises, and how to build and maintain one. There will be special attention to global compliance programs based on a legal risk assessment as the foundation, this session will address the seven steps for an effective compliance program. 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

### 4. Crisis Management and Crisis Audits

This module 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. It will emphasize the value-added contribution of in-house counsel in a crisis situation. 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

### 5. Managing Stakeholder Expectations

This module addresses what it means for in-house counsel to have the corporation as the client. Participants will return to attorney-client privilege,



discussing how to manage expectations when an internal stakeholder 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 demonstrating law department value. Learning outcomes — delegates will learn how to:

- Use training and client surveys to continuously improve performance
- Identify relevant stakeholders and their fiduciary duties within and outside the corporation
- Approach difficult conversations about who is the client

### 6. International Negotiations

This module 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.

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***"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

## On-Line Training Modules *(continued)*

Learning outcomes — delegates will learn how to:

- Acknowledge and respond effectively to the cultural norms of their counterparts at the negotiating table
- Analyze general principals of contract management
- Increasing emotional intelligence through developing active listening and empathy

### 7. Creating Internal Investigation and Reporting Protocols

This module 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, participants 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:

- To create internal investigation protocols
- 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, and cultural and language differences



### 8. Managing Outside Counsel and Legal Service Providers

This module offers a customizable blueprint for selecting the outside counsel and/or 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 outside counsel and/or 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

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***“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

# General Information

## Registration Fees

Rates are listed online. Training and certification exams will be conducted in English. Space is limited. Take advantage of early bird savings.

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

## Group Discounts

Group discounts are available, please see registration site for each event. [www.acc.com/credentialing](http://www.acc.com/credentialing)

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

## Cancellations

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

## 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/about/privacy-policies](http://www.acc.com/about/privacy-policies). 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/about/privacy-policies](http://www.acc.com/about/privacy-policies).



## 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](mailto:certification@acc.com) or call +1 (202) 285-4183.

## Contact Us

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

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***“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