

New Attorney Onboarding, Education and Development Program

- I. Onboarding and On-line Resources
 - A. New Employee Programs and Resources
 1. First Year Attorney
 - a. Education and Skill Development Program
 - b. Buddy Program
 2. Experienced Attorney
 - a. Education Program
 - b. CLE and Development Resources
 - c. Buddy Program
 3. Non-Attorney
 - a. Education and Development Resources
 - b. Buddy Program
 - B. Important Links
 1. Company Onboarding Portal
 2. New Employee Checklist
 3. Legal Profile Builder
 - C. Tools
 1. Acronym Guide
 2. Programs, Applications, Benefits, Locaters, Useful Sites
 3. IT and Help Desk
 - D. Information
 1. Company Overview
 2. Legal Department Overview
 3. Policies
 - E. Supporting Roles
 1. Supervising Manager
 - a. Responsibilities
 - b. Education and Development Program Information
 - c. Manager Checklist
 - d. New Employee Status Form
 2. Buddy
 - a. Responsibilities
 - b. FAQs
 - c. Tips
 3. Program Coordinators
 - a. Oversee New Attorney Programs and Participation
 - b. Coordinate Practical Experience Opportunities
 - c. Liaise with Supervising Managers
 - F. Buddy Program
 1. New attorney matched with experienced Department employee

2. Go to person for general inquiries
 3. Generally, 90 Days
- G. Live Orientation
1. General Information
 - a. Structure and operation of the company
 - b. Structure and operation of Legal
 - c. Role of other functions within Legal and Government Affairs
 2. Operational Information
 - a. Library and research services
 - b. Technology tools and applications
 - c. Working in Virtual teams
 - d. Records retention policies and practices
- II. Legal Education, Training and Development
- A. Core Curricula for New Attorneys¹
1. Basic Legal Ed
 - a. Ethics and Compliance
 - i. Standards of Business Conduct
 - ii. Ethical Obligations at HP and of In-House Counsel
 - iii. Data Privacy
 - iv. Understanding the FCPA and its Application outside the U.S.
 - v. Winning with Integrity; Respecting Competitive and Confidential Information
 - b. Corporate Securities, M&A
 - i. M&A 101
 - ii. Basics of Corporate Governance and Disclosure
 - iii. Insider Trading and HP's Trading Policies
 - c. Litigation
 - i. Basics of Litigation; Process and Procedure
 - ii. Documents on Trial and Preventive Writing
 - d. Intellectual Property
 - i. Intellectual Property at HP
 - ii. IP Agreements and Trade Secrets
 - e. Commercial and Antitrust
 - i. Essentials of Business Law; Contracts
 - ii. Legal Standards and Policies for Marketing, Advertising and Promotional Communications
 - iii. U.S. Antitrust Compliance

¹ The Core Curricula is designed for first year attorneys who have had little or prior experience. Many of the classes and discussions will be valuable to new, laterally hired attorneys. Supervising Managers will work with new, lateral attorneys to determine which parts of the curricula are appropriate for their participation.

- iv. Global Contracting at HP
 - v. Adding Value: Providing your Commercial Clients Compliant, Solution-Focused Solutions
 - vi. Business Acumen Knowledge; Know the Business
 - f. Labor and Employment
 - i. Basics of Labor and Employment
 - 2. Soft Skills
 - a. Clear and Effective Writing and Contract Drafting
 - b. Basic Negotiation Skills
 - c. Speaking and Oral Presentations
 - d. Succeeding in a High Performance Environment
 - e. Adding Value; Solution-Focused Counseling
 - f. Understanding the Basics of Finance and Accounting
 - g. Developing Business Judgment
 - i. Case Studies
 - ii. Business Acumen Simulation
 - 3. Practical Experiences
 - a. Research and writing
 - b. Contract drafting and negotiation
 - c. Due diligence
 - d. Participate in an investigation
 - e. Document production
 - f. Attend depositions
 - g. Courtroom experience
 - h. Government Affairs Project
 - i. Day with sales rep
 - j. Presentation to Executive and Staff
- B. Targeted Curricula
- 1. Advanced curricula for attorneys in the following Practice Groups or Disciplines
 - a. Commercial – Enterprise Sales
 - b. Commercial – Consumer
 - c. Commercial – Software
 - d. Commercial – Procurement and Supply Chain
 - e. Ethics and Compliance – Environmental
 - f. Ethics and Compliance – Privacy
 - g. Ethics and Compliance – Global Trade
 - h. Intellectual Property – IP Licensing
 - i. Intellectual Property – Patent Practice
 - j. Litigation – Investigations
 - k. Litigation – IP
 - l. Litigation - General
 - m. Labor and Employment

- n. Corporate – M&A
- o. Corporate - Securities
- 2. To be mastered by all attorneys within the group or discipline with focus on new laterally-hired attorneys

III. Mentoring and Oversight

A. Supervising Manager Responsibilities

- 1. Assist integration of new attorneys within the Practice Group (PG)
- 2. Explain PG attorney roles and responsibilities
- 3. Determine client responsibilities and method for assigning work
- 4. Link new attorneys to key PG clients
- 5. Explain how personnel within Legal are compensated, reviewed, developed, promoted
- 6. Set performance expectations, goals and results
- 7. Provide regular performance feedback and end of year review
- 8. Help new attorney set development goals; discuss on regular basis
- 9. Explain other aspects of the Manager-Contributor relationship
- 10. Work with Coordinating Manager to assure deployment of Practical Experiences
- 11. Monitor progress on Practical Experiences
- 12. Oversee work; provide feedback; solicit feedback from others assigning work

B. New Attorney Program Manager Responsibilities²

- 1. Provide counseling and support on managing workload, relationship building, collaboration with clients and colleagues, communications, risk assessment, negotiation, and other areas of legal practice
- 2. Ensure that new attorney is fully engaged in the Program
- 3. Work with PG Managers and Supervising Managers to ensure that Practical Experiences are created and assigned
- 4. Work with Outside Counsel Partners to create larger inventory of practical experiences
- 5. Coordinate critique of practical experience work by appropriate reviewers
- 6. Help on-going integration and orientation; answer questions and concerns

² New Attorney Program Manager and/or mentor will be assigned to all First Year attorneys and some new attorneys, where there is a need for increased mentoring and oversight.