**Detailed TK Page**

Significant Client Matter Projects

List the significant client matter projects that you have done or been involved in for the past year.

Specify description of involvement, contribution, and any significant professional achievement that is beneficial in revenue for the firm.

[significant\_matters\_copy2]

**\*field is required**

Write-Offs

List any client legal matter or type of client legal matters that was done during the year, or billed for during the year, that either we had to write off all time costs or if billed for during the year, had to be done at drastically reduced fees.

Explain why we could not bill for the legal work or had to bill at drastically reduced fees. This includes work where the billing is decided by another lawyer (name that lawyer). Describe why you ought to be recognized for such work despite the lack of billings.

[write\_off\_copy2]

**\*field is required**

Supervisory Work

Description of any supervisory work done., including:

a. looking after any staff or pupils or associates;

b. list of personnel reporting to you or whom you have helped to mentor;

c. list of persons you have delegated work to; and

d. how you have helped to train and supervise during the year and who these subordinates are.

[supervisory\_copy2]

**\*field is required**

Continuing Professional Development

Please describe how you have developed yourself, using the following format:

* Event Name
* Event /In-house
* Role: Speaker / Participant
* Results

[cpd\_copy2]

**\*field is required**

Client Education Events (In-house) and other BD events

Please describe how you have developed yourself, using the following format:

* Title
* Role: Speaker / Material production & Research / Networking
* Results

[client\_education\_others\_copy2]

**\*field is required**

Written Contributions

Please describe how you have developed yourself, using the following format:

* Event Name
* Name of publication / online platform
* External /In-house
* Results

[written\_contributions\_copy2]

**\*field is required**

Work Generated

What work you have generated and for whom? This includes:

* List of clients you have originated or helped to originate;
* List of clients whose work you have been able to get more work from;
* List of cross selling activities that you have done, and results of these activities;
* Any significant work sent to others;
* Any other business development activities; and
* Areas of practice you have developed and progress made.

[work\_generated\_copy2]

**\*field is required**

Non-legal work

Describe briefly the non-legal work done for the firm, other than the business development work described above.

[non\_legal\_work2]

**\*field is required**

Community / Professional Contributions

Committees

Please describe how you have contributed to committees, using the following format:

* Designation
* Name of Committee
* Results

[committees\_copy2]

**\*field is required**

Pro Bono

Please describe your *pro bono* contributions, using the following format:

* Frequency or extent of commitment
* Organisers
* Results

[probono]

**\*field is required**

Lessons Learnt

Please describe:

1. what you learned during the year; and
2. how you are more valuable now than 1 year ago.

How have your legal and client management skills improved?

[lessons\_learnt]

**\*field is required**

Please add anything else you think you would like the EXCO to take note of.

1. any achievement outside of the firm that has added to the firm’s name; and
2. any leadership qualities shown other than already described above.

[anything\_else]

**\*field is required**

Any additional handicap during the year that you would like EXCO to take note of, other than the fee write-off or reduction described above.

[additional\_handicaps]

**\*field is required**