**Interview plan and structure for Meeting with Solicitors**

Here is an interview plan that you can use and adapt for your meeting with your solicitors. This document sets out the types of things you should cover during your meeting.

**Top tips!**

* This document is for information only. You are free to delete sections that you don’t want to include your plan, and add other sections.
* Bracketed language needs to be tailored to your specific situation.
* As each student will have an opportunity to ask questions and take notes, you may find it useful to make a note of who is performing each role at the top of each section.

**Interview plan for [insert names of solicitors]**

|  |  |
| --- | --- |
| DATE and TIME | XX |
| LOCATION | [in person/video conference, etc.] |
| IN ATTENDANCE | Solicitor(s): [XX]Students: [XX, YY] |

**Goals for Meeting:**

* Meet one another and develop a rapport and thank the solicitors for their help.
* Tell your solicitor about your workshop/video, including who is the audience, what topics you’ve been asked to cover and what level of interactivity is expected.
* Gather information needed to prepare the workshop/video, including an initial conversation about what legal topics and concepts to cover, how to teach them in an interactive way and where to do your legal research.
* Confirm next steps and deadlines.
1. **Introduction (5 minutes) [name of student leading this section]**
* Introductions/icebreaking (introduce yourselves and also introduce and explain what qLegal is – this may be the first time that the solicitor is working with qLegal).
* Explain the students’ roles:
	+ LLM students at QMUL; feel free to include a short explanation of why you picked this assignment or what interests you about this assignment.
	+ Our goal is to provide an engaging, interactive final workshop/video.
	+ We will each be asking you questions and taking notes.
* Give meeting roadmap:
	+ Expected meeting length: 30 minutes; any time constraints? (Please remember that your solicitors are very busy, so unless they say that the call can go for longer than 30 minutes, you need to make sure to end on time.)
	+ If the meeting is online and you think it would be helpful to record the meeting (because one of the students cannot attend, or to help with note taking), please ask for permission to record and then hit record.
1. **Information about the Audience (10 minutes) [name of student leading this section]**
* Share what you have learned about who the audience is for your workshop/video, and details about the workshop host and about the video host (the video host is qLegal).
* Share what you heave learned about what legal topics you have been asked to cover.
* Share what you have learned about expectations for the format of the workshop/video. For workshops, this would include whether the workshop is online or in-person and what facilities are available in both settings.
* Share what you have learned about how the audience likes to learn and their expectations for the workshop/video. This would include what the audience already knows about the topic, what their questions are, what types of interactivity have worked well before.
1. **Topic of Workshop/Video (10 minutes) [name of student leading this section]**

Explain that you would like to share your initial thoughts on what topics to cover, where to do your research and how to make the session engaging for the audience, and then will ask for guidance.

* Share your team’s initial thoughts on what legal topics and concepts to cover.
* Ask the solicitor for their thoughts.
* Share your initial thoughts on where to do your research.
* Ask the solicitor for their thoughts.
* Share your team’s initial thoughts on how to teach, including case studies, quizzes.
* Ask the solicitor for their thoughts.

[Add additional topics as necessary.]

1. **Wrap Up (5 minutes) [roles]**
* To Solicitor: is there anything you would like to discuss that we have not covered? Is there anything else we should know as we research these topics?
* **Our next steps**: We will research the legal topics and prepare a detailed, practical, interactive [workshop/video] script for your review. The date for us to send that script to you is [date from PLE Workshops/Videos Sign-up Sheet].
* **Solicitor next steps**: List links/information solicitor will send to you if anything along those lines was discussed on the call.
* Ask your solicitors if they have any questions about what happens next.
* Thank you for taking the time to meet with us. It was a pleasure meeting you, and we look forward to preparing the [workshop/video] script for your review.