Dan Small on Preparing Witnesses

Essential tools to get your witness ready to testify

The job of a witness is to tell the truth as he or she knew it then and remembers it now. This is not an easy assignment, and helping a witness do it right takes a lot of skill.

This seminar provides the essential tools for preparing your witness to testify. Dan Small, a highly-respected litigator and witness expert, walks you through the methods, procedures, and rules that will make your witness a powerful, compelling communicator and benefit every lawyer, regardless of experience.

For many lawyers, success in witness preparation takes years, a great deal of courtroom experience, and trial and error. Small’s objective is to rapidly increase the learning curve while minimizing the problems caused by inadequate or improper witness preparation. His tips, tactics, and techniques will help transform your witnesses into key assets and make you a stronger advocate.

Agenda and written materials

► The Challenge: Three Mistakes Witnesses Make; Seven Mistakes Lawyers Make
► The Process: Preparation—Key Steps; Preparation Checklist; Key Goals
► The Rules: Basic Principles; Framing the Message; The 10 Rules; Making an Impact
► Ethical Challenges: Preparation Does Not Mean Coaching
► Adapting to the Situation: Interview v. Testimony; Deposition v. Trial; Direct v. Cross
► Special Witness: Expert Witness; Physician Witness; Former Employee Witness; Criminal Defendant Witness; Party Witness
► Core Themes/Home Bases
► “Ask the Expert” Q&A Session

The reviews are in...

“Dan Small is a respected trial lawyer with an extraordinary understanding of the difficulties of being a witness.” -William Weld, McDermott, Will & Emery, Former Governor of Massachusetts, Former Chief of the Criminal Division, U.S. Department of Justice

“[Dan Small] understands that hard work and effective preparation are the keys to success in the courtroom, and is well known for his remarkable ability to prepare witnesses.” -Rudolph W. Giuliani, Former Associate Attorney General, U.S. Department of Justice and Former U.S. Attorney for the Southern District of New York

INSTRUCTOR

Dan Small’s expansive career provides the unique basis for his excellence as a teacher and author. His impressive body of work includes lawyering for the U.S. Department of Justice, work as corporate general counsel for a national healthcare management firm and private practice with both small and large firms.

He is a partner at Holland & Knight LLP in their Boston and Miami offices. He represents witnesses, plaintiffs, and defendants in wide-ranging investigations and proceedings and in both civil and criminal litigation (including fraud, regulation, insider trading, revenue recognition and more).

Small is a 1979 graduate of Harvard Law School and a cum laude graduate of Harvard College.

BOSTON
2:00 p.m. – 5:00 p.m., Tuesday, December 9, 2014
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9:00 a.m. – 12:00 noon, Tuesday, December 16, 2014
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