HOW TO SPEND YOUR FIRST 90 DAYS IN A NEW ROLE

HI, I'M ANNA

Director of Global Legal Operations at John Deere

01 - NEW FUNCTION

I am responsible for a highly anticipated but brand-new function – this will be many people's first direct experience with Legal Operations.

02 - REMOTE OUTLIER

I am an outlier as a remote worker in a large, relationship-based, long-tenured department.

03 - STRATEGIC GOALS

I am immediately accountable to making progress on several strategic objectives.

04 - CENTRALIZATION

I will be centralizing work that until the formation of my team has been done via committee.

05 - SUPPORT/BUY-IN

I have incredible support and buy-in from my manager (our head of corporate), my GC, my team members and champions across the department and company.

Just for purposes of this talk, let's tackle that last one offline and focus on the first four points.

Relationship Building

- 1:1 Intro Meetings
- Committee and Community of Practice Invite Requests
- End Each Interaction with "Who else do you think I should talk to?"

Communication

- Legal Ops SharePoint Site Launch
- Project Specific and 'Team Updates' Communication Templates

REACH OUT (VIRTUALLY) AND TOUCH SOMEBODY'S HAND

AKA BYE-BYE CALENDAR WHITESPACE!

Education/Socialization/Branding

- Global Launch Event; Onsite Presentation, Reception, SWAG (+recording)
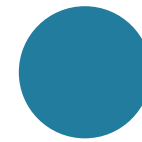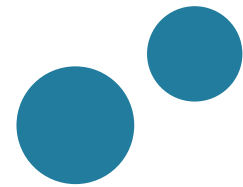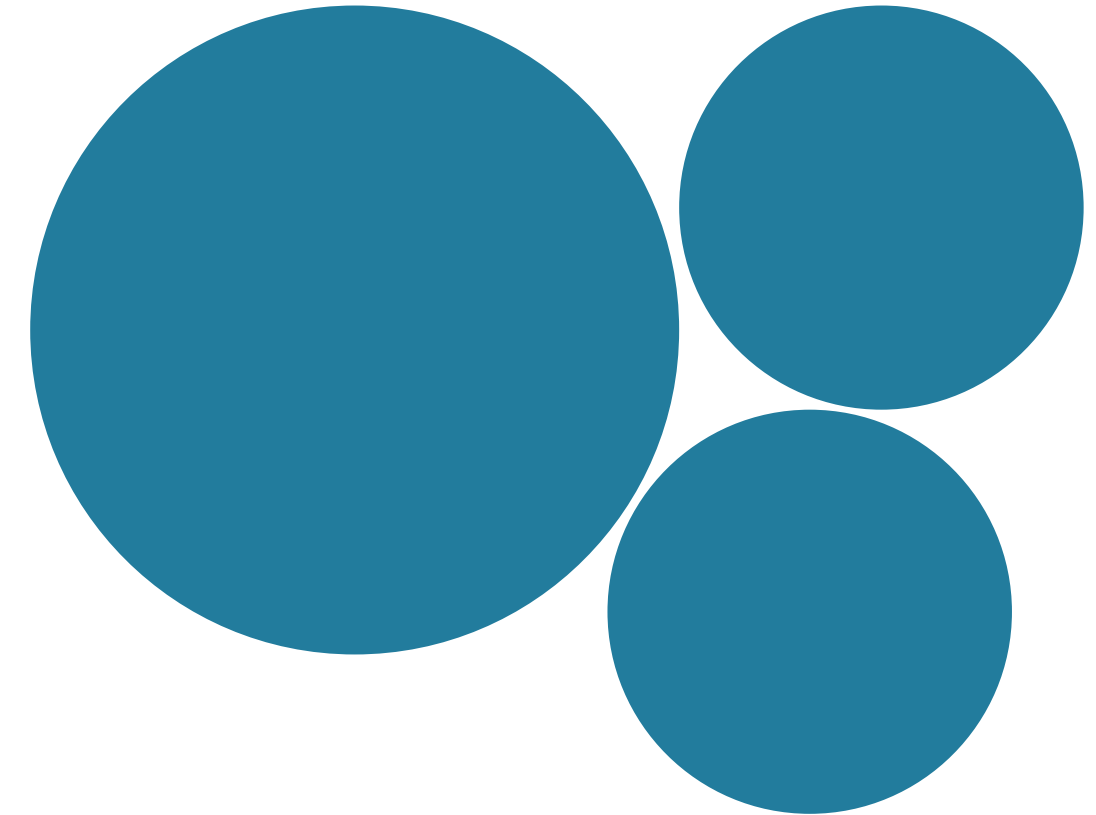- Standing "Legal Ops" Time in all Department Meetings

Now

Next

Future

Strategic

"Quick Wins"
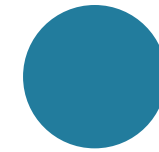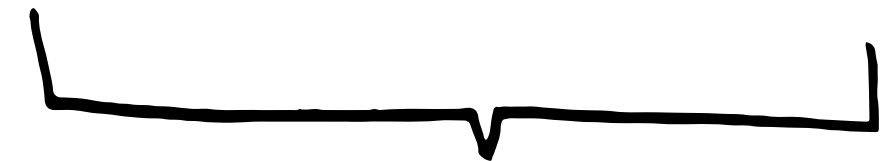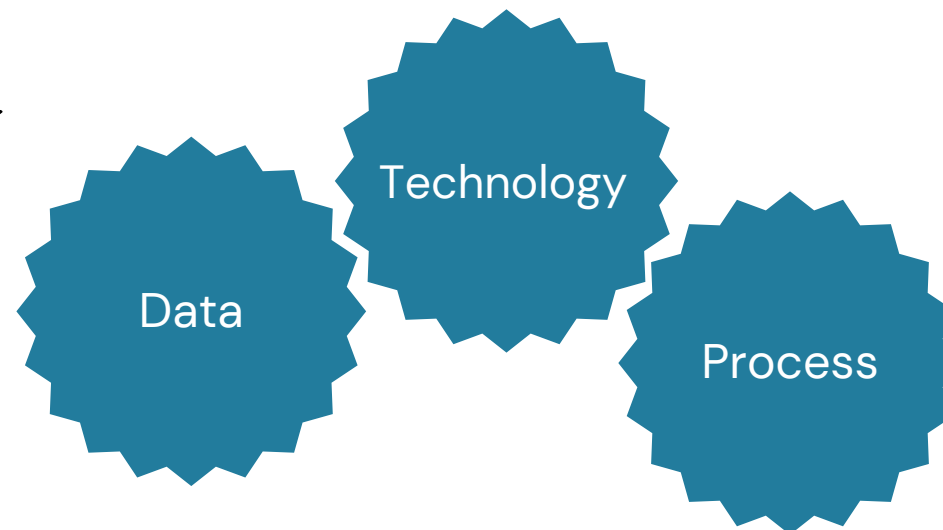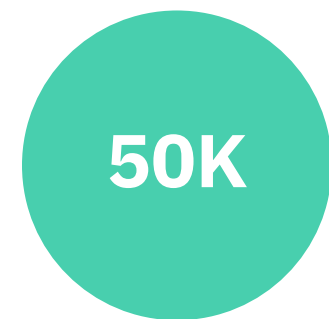
"Other Stuff"

IDEA FUNNEL

Triage

Assign

Data

Technology

Process

OKRs

Public
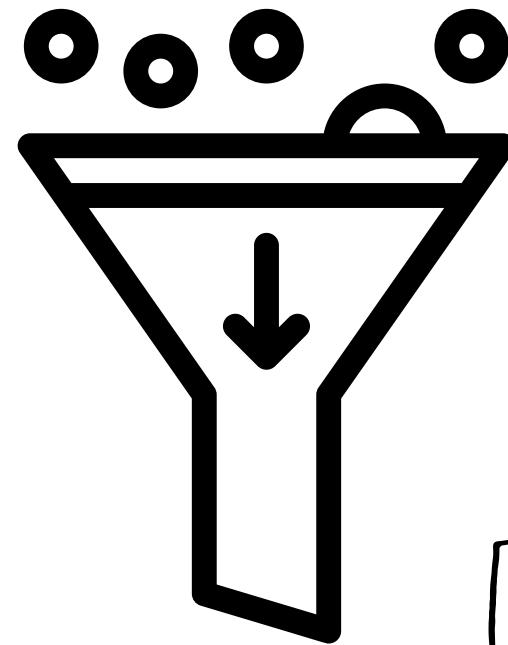
GOALS AND PROJECTS: DETAIL
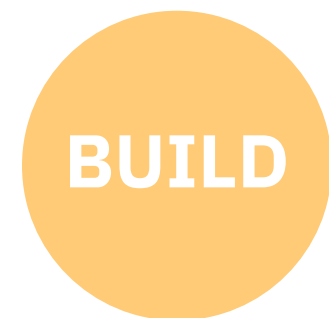
STRATEGIC OBJECTIVES

CLM

SAAS SUPPORT
Support SAAS related revenue goals by implementing an enterprise wide CLM solution

50K

SAVE 50K HOURS BY 2026
Identify efficiencies across the Global Law Services Group to recapture 50K hours of attorney time
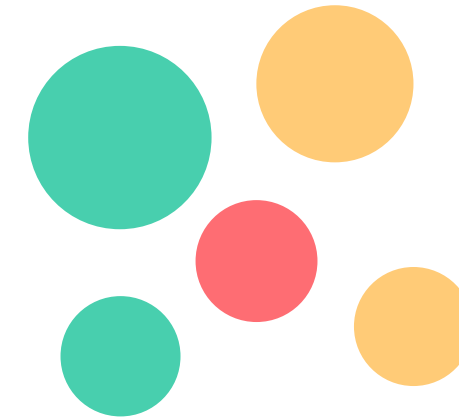
BUILD

MAKE KEY HIRES
Hire two net-new FTEs, enabling Legal Ops to action the Now/Next/Future projects and grow key programs effectively
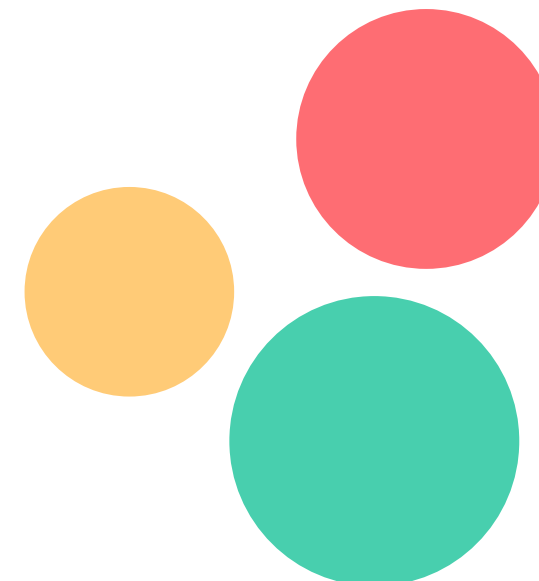
FUNNEL IDEAS*

*48 Ideas Since Launch and Counting!

Quick Wins (Now)

- Automated Form Routing
- Centralize Practice Area OKRs
- Eliminate NDAs for Internal Projects
- Automated Record Retention
- Centralize Data through Dashboards

Other Stuff (Next / Future)

- Automate Collection of Assets / Chain of Custody Tracking
- Create a Process and Portal for submitting Trademark Violations
- Create a Risk Register / Global Risk Ranking Mechanism and Index

Public

LEGAL OPERATIONS: A FORCE OF POSITIVE DISRUPTION
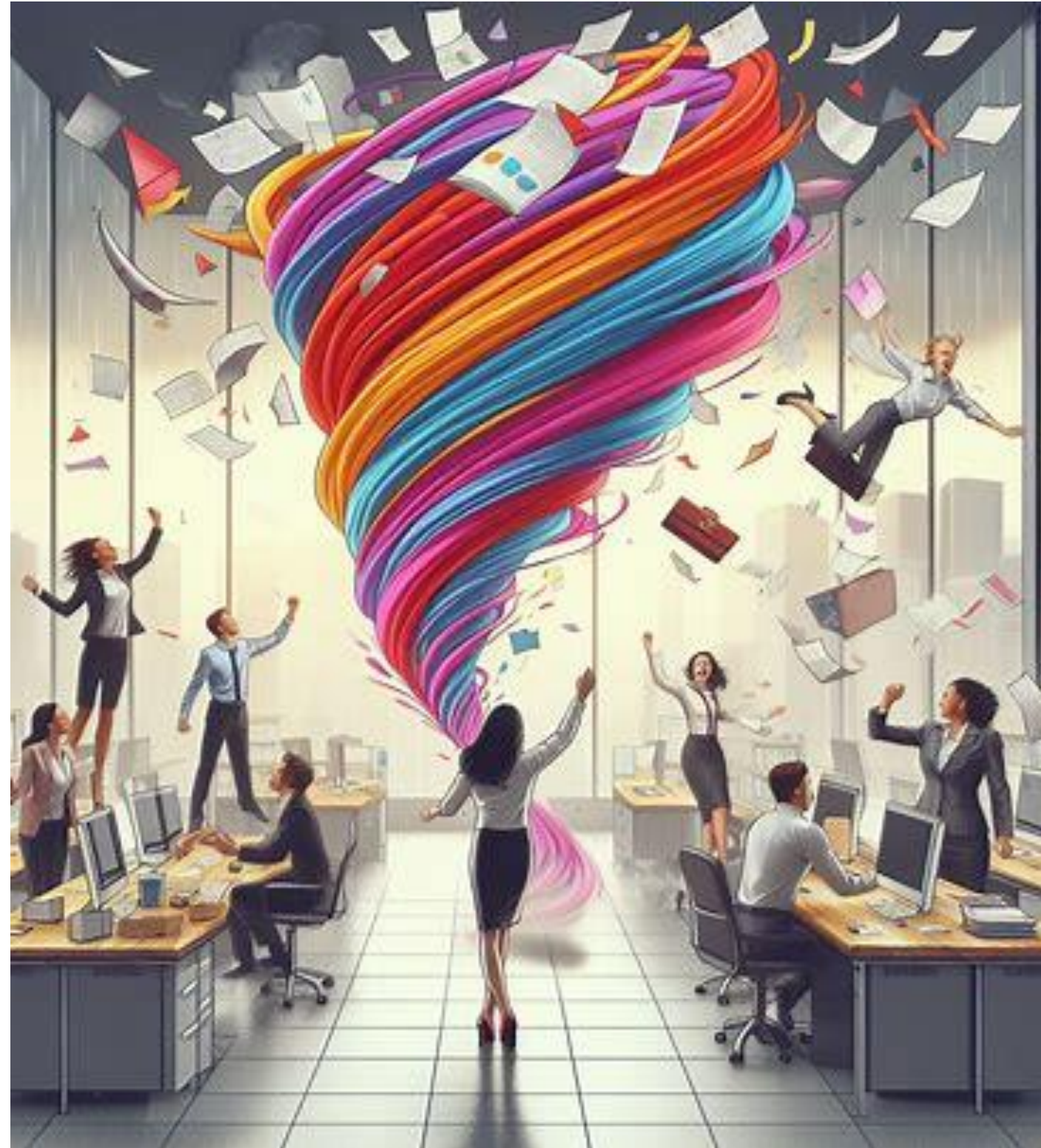
CENTRALIZE

"Graduated' team members from supporting committees, made their success visible to GC

A BIT OF "WOW"

Global "Master Class" AI workshop – piloting for entire enterprise

MAKE MISTAKES, BUILD TRUST, HAVE FUN

Missteps – if handled well – can offer some of the richest ground from which to grow trust and relationships

THANK YOU