

NEWFOUNDLAND AND LABRADOR CONTINUING LEGAL EDUCATION
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Technology Academy for NL Lawyers and Legal Professionals 2019

Wednesday, June 19, 2019

9:30 am – 4:30 pm (Registration begins at 9:00 am)

3rd Floor, Law Society Building, 196-198 Water Street, St. John's, NL

Seminar Overview:

Back by popular demand, Barron K. Henley is returning to Newfoundland and Labrador with his unique and entertaining brand of legal technology training. Topics to be covered in this seminar include:

Microsoft Word Power Tips: Due to the complex formatting often required with legal documents, most users find Microsoft Word to be a constant source of frustration. It's the primary tool used to produce work product, yet many feel it works against them. Adding to the frustration is the fact that most of the techniques and features necessary to control complex formatting are simply concealed. Using Word and “clicking around” provides little improvement and no insight. This seminar is specifically designed to address those realities. We'll show you exactly how to fix the common legal drafting problems plaguing you now and avoid them in the future. You'll learn dozens of tips and techniques you can put into practice immediately. Even if you feel you have Word under control, we guarantee you will learn new things about Word throughout this class.

Using Outlook To Get Email Under Control: Lawyers and staff are generally drowning in email and many feel helpless when trying to get it under control. This seminar will show you how to use all of Microsoft Outlook's feature set to efficiently store, organize email (and attachments), and successfully deal with high email volume. We'll also show you how to fix Outlook's default settings for email, calendar, contacts and tasks. Finally, we'll explain many amazing and useful Outlook features which most users don't even know are there.

A Lawyer's Guide to PDF Files: You have probably noticed that PDF files are everywhere. They have become the file format of choice when trading documents with other lawyers and clients. Many courts now require that pleadings are filed as PDFs; and most governmental forms are available exclusively in PDF format. Because of their prevalence, everyone in your office needs to understand the risks and benefits of PDF files. In this seminar, you'll learn appropriate uses of PDFs, and we'll cover extremely important topics such as metadata removal and electronic document security, redaction, Bates Numbering, splitting/combining PDFs, reducing file-size for electronic case filing, review/comment and PDF collaboration, adding signatures & stamps, routing PDFs for comments/feedback, and more. Finally, we'll identify the programs you can use for all of these functions (you are not limited to Adobe Acrobat) and explain their relative pros and cons.

Cyber Security - Legal Tech Security Measures Every Lawyer Should Take: It is impossible to avoid receiving and managing electronic data. Code of Professional Conduct Section 3.3 requires that lawyers keep all client information in strict confidence. Unfortunately, electronic data is not so easily protected. However, you don't have to be a security expert or techie to protect yourself and your office. Learn how to cover all the bases of computer, smartphone, tablet, email, wireless and document encryption. We'll also cover the fundamentals of backing up your electronic data. Half of the battle is simply knowing what questions to ask and it's not as complicated as it sounds. Establish best practices in your office and discover the inexpensive or free tools that will make sure your confidential information remains confidential.

8 Things Hurting Your Law Firm – And How to Eliminate Them: For many practice areas, competition is up and margins are down. Clients demand value from their lawyers and are willing to shop around to find it. Lawyers face increasing competition from customary rivals as well as emerging online DIY companies that have commoditized many legal services. These pressures are forcing lawyers to re-examine their practices and processes. Lean Six Sigma is a managerial approach that relies on a collaborative team effort to improve performance by eliminating the waste of physical resources, time, effort and talent while assuring that the work is done right the first time. Waste is defined as anything that doesn't add value in your client's eyes (your perception is irrelevant). In this seminar, you'll learn how to identify and remove the 8 most common types of waste from your practice.

Seminar Presenter:

Barron K. Henley

Barron is a nationally acclaimed legal technology expert who teaches continuing legal education classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology and ethics. Barron's classes are designed by lawyers for legal professionals meaning they are some of the most relevant training you and your staff can receive in the legal technology area.

REGISTER ONLINE BY CLICKING THE FOLLOWING LINK:
https://zoom.us/webinar/register/WN_J0pf7VpLS66mLMV3jJzxGQ

Registration Fee: \$250.00 (\$ 217.39 + 15% HST) *HST # R108086463*

Registration Includes:

1. Seminar attendance
2. Course book materials
3. Lunch and light refreshments (*for in-person attendees*)

PLEASE NOTE: YOUR SPACE WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED AND REFUNDS WILL NOT BE ISSUED FOR CANCELLATION AFTER JUNE 18, 2019.

CLE Credit: 6 hours