



*1 hour webcast with chat!  
Short course,  
long-term benefits!*



# Project Management for Lawyers

*with legal project management expert  
Meg Spencer-Dixon*

**Thursday, February 9, 2017  
Live webcast with chat\***

*includes 30 day replay*

9:00 am – 10:00 am (Pacific)

10:00 am – 11:00 am (Mountain)

11:00 am – 12:00 pm (Central)

12:00 pm – 1:00 pm (Eastern)

1:00 pm – 2:00 pm (Atlantic)

\*This program features video and audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.

## WHO SHOULD ATTEND

Lawyers and other legal professionals who want to improve their project management skills, become more effective and productive in their work, and/or lead multi-person project teams should attend this webcast.

## ABOUT THE PROGRAM

Bring your next litigation or transaction in on time and budget! This program explains how lawyers can use the basic principles of project management to organize, plan, and monitor a variety of legal projects. Whether you're managing your first major project or just tired of improvising, leading legal project management expert Meg Spencer-Dixon will give you the tools and confidence you need to define goals, break the project down into manageable phases, schedule tasks in logical sequences, and capture lessons learned for future projects. Meg's methods will also help you improve client satisfaction by increasing the clarity and transparency of your communications. Valuable project management planning templates will become your go-to reference in the future. Sign up today and start increasing predictability, lowering costs, and reducing time waste!

## SCHEDULE (Eastern)

**12:00 pm - 1:00 pm**

### Welcome and Introduction

### THE START PHASE

#### Stage #1: Define the Project

- Clarify goals and objectives
- Understand the project's goals from the lawyer's perspective

#### Stage #2: Plan the Project

- Develop a comprehensive project plan

#### Stage #3: Launch the Project

- Assemble the team
- Announce the project

### THE PERFORM PHASE

#### Stage #4: Monitor the Project's Progress

- Keep up-to-date
- Keep stakeholders informed

### THE FINISH PHASE

#### Stage #5: Evaluate the Project

- End-of-project evaluation with stakeholders
- Lessons learned review and report

#### Stage #6: Close-out the Project

- Finalize all project management documents
- Refine project management systems and procedures

### Program Evaluation

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## PRAISE FOR MEG SPENCER-DIXON

- “Well worth my time. The skills taught during this course are skills lawyers use every day.”
- “Great seminar. Can't wait to get back to my desk and start implementing the techniques.”
- “Meg is off the charts wonderful! Clear, succinct, thorough, humorous, inspiring.”
- “Lots of great tips. The handouts are helpful too.”
- “Interesting and informative...surprised by fresh approach to subject. Exceeded my expectations.”
- “Presenter was excellent. She didn't just read the material. She clearly had knowledge about the topic, and used interesting anecdotes.”
- “Materials were clear, practical and professional. Presentation was focused and well-planned.”
- “Glad I attended. This program will help alleviate the fear I have over the files in the dark corners of my file cabinet. I will make a plan and tackle them.”

## ABOUT THE PRESENTER



**Meg Spencer-Dixon** is a lawyer and consultant specializing in time management, project management, and stress management seminars for lawyers and legal professionals. She received her undergraduate degree, in economics, from Princeton University in 1982, and received her law degree from Stanford Law School in 1985. In 1992, Meg left her practice in the litigation and energy groups in Shaw Pittman (Washington, D.C.) to found Spencer Consulting, and since then has been conducting public and in-house legal seminars on time management and related subjects such as procrastination, project management, stress management and how to run effective meetings. Meg is a highly sought-after presenter, and has trained thousands of lawyers how to make better use of their time and resources, and how to be more productive. She has authored numerous articles for the ABA and other publishers.



**ON:** This program contains 1.0 Professionalism hour.

**BC:** This program has been approved for 1.0 hour of professional responsibility and ethics, client care and relations, and/or practice management. **NB:** This program has been approved for 1.0 CPD hour.

**SK:** This program has been approved for 1.0 CPD hour, all of which qualifies as ethics.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. **Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Upper Canada, and a pre-approved CPD Provider of the Law Society of British Columbia.**

## ✓ Yes, I want to attend Project Management for Lawyers with Meg Spencer-Dixon Thursday, February 9, 2017 • Live video webcast with chat and 30 day replay\*

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\* Materials will be distributed electronically in advance. Live webcast includes free replay for up to 30 days after the program. Replay link will be made available 2 to 3 working days after the program. Webcasts cannot replicate the quality or rich interaction of in-person program attendance.

### REGISTRATION FEE (with ON HST\*):

**On or before January 12, 2017: \$129.00 + \$16.77 (13%) HST\* = \$145.77 - Save \$20.00!**

After January 12, 2017: \$149.00 + \$19.37 (13%) HST\* = \$168.37

*\*If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.*

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