



Organize, plan & monitor a variety of legal projects!



Project Management for Lawyers

with Meg Spencer Dixon

Thursday, December 6, 2018

Live webinar with chat

*includes 60 day replay**

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

*This program features real-time 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 webinar.

ABOUT THE PROGRAM

Tasked with leading a major project? Your job just got easier! Learn how to increase predictability, lower costs, and save time and effort with this highly practical, how-to guide to legal project management. Leading legal productivity expert Meg Spencer Dixon will show you how to use the basic principles of project management to organize, plan, and monitor a variety of legal projects, from the everyday to the extraordinary. In just 90 minutes, you'll get simple tools to define project objectives and scope, develop a realistic project schedule and budget, build an effective project team, assess and manage project risks, and capture lessons learned for future projects. Whether you're managing your first big project or just tired of improvising, you'll gain dozens of tips to help minimize unwelcome surprises and reduce stress. 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 get the skills and confidence you need to bring your next litigation, transaction or other initiative in on time and on budget!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

THE START PHASE

Stage #1: Define the Project

- Clarify goals and objectives
- Understand 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 Wrap-up and Evaluation

Attend this webinar and 40+ more live webinars with an All Access Pass for just \$599 + tax!

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.”

MEET YOUR 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 1.5 Professionalism hours.

BC: This program has been approved for 1.5 hours of professional responsibility and ethics, client care and relations, and/or practice management. **SK:** This program has been approved for 1.5 CPD hours, all of which qualifies as ethics

NB: This program has been approved for 1.5 CPD hours.

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 Ontario, 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, December 6, 2018 • Live webinar (slides and audio) with chat and 60 day replay*

9:00 am – 10:30 am (Pacific) • 10:00 am – 11:30 am (Mountain) • 11:00 am – 12:30 pm (Central) •
12:00 pm – 1:30 pm (Eastern) • 1:00 pm – 2:30 pm (Atlantic)

* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

REGISTRATION FEE:

- On or before November 9, 2018: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!**
- After November 9, 2018: \$165.00 + \$21.45 (13%) HST* = \$186.45**
- \$0 - I have a \$599.00 Annual All Access Pass to 40+ programs. Enter Pass ID: _____**

*With ON HST. Please 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.

Register online: <http://seminarpartners.ca/register-for-courses/>

Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

Name: _____ Firm: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Payment information (or cheque payable to Seminar Partners)

Please charge \$ _____ to my VISA/MC Card #: _____

CVV: _____ Card Expiry: _____ Signature: _____

Register today! • seminarpartners.ca • 1.866.606.4212 • jennifer@seminarpartners.ca