LawVision

Creating Competitive Advantage

LPM Institute

Now in its 12th year

Legal Project Management Training Certification Workshop

Virtual Design
4 x 4 hour sessions
November 2 - 3, 8 & 11, 2021

Presented by Susan Raridon Lambreth – Principal, LawVision and LPM Institute and Carla Landry – Principal, LawVision

Why Learn Legal Project Management?

Lawyers and other legal professionals are focusing on LPM for the following reasons:

- An increasing number of clients are pushing for fee estimates, scoping of work and greater efficiencies in the handling of their work;
- Better use of LPM techniques can help reduce legal spend and increase predictability for law departments and minimize significant write-offs and write-downs for law firms;
- Enhanced LPM can lead to opportunities to win more RFPs;
- A growing number of clients are asking for trained legal project managers on their matters; and
- Application of LPM approaches create greater internal teamwork, enhance lawyer and staff morale / retention and improve client relationships.

Reasons to Attend:

Legal project management is an essential skill for lawyers and other legal professionals. It can help ensure greater client satisfaction, more profitable matters and more satisfying work.

This workshop provides a simple, yet powerful framework for applying LPM techniques and approaches to your legal matters immediately. The workshop is highly interactive. You learn from the instructors and the others in the workshop using a case study based on actual legal matters.

The Program:

Click here to register on-line
Discounted fee through October 1

The program provides:

- An understanding of all of the key legal project management concepts and how to talk to your clients credibly about them
- Examples of how legal departments and law firms are implementing LPM for different types of practice areas
- A skills-based approach to learning the fundamental LPM techniques such as stakeholder analysis, scoping of work, project plans and budgets, managing scope changes and conducting end-of-matter debriefs
- An understanding of the new CLOC approach to LPM
- The LPM Institute LaunchPad™ Certificate in Fundamentals of Legal Project Management that can help you differentiate from other legal professionals.

The primary elements of our programs include:

- Upfront discussion of client's objectives / expectations – including ensuring the firm and client are on the "same page" and that all members of the legal team understand these
- Understanding the key decision-makers in the client who can affect the legal outcomes and success of a matter
- Detailed "scoping" of work – whether on an AFA or simply for a budget / fee estimate
- Breaking down the work into component parts to develop more accurate budgets and to be able to manage the work and the legal team efficiently and effectively
- Development of budgets and management of the matter to the budgets – managing the matter and variations from plan / changes in scope; managing budget to actual
- More active management of the matter throughout, including task assignment and monitoring assignment completion
- Enhanced project team and client communications
- Dealing with scope changes throughout a matter
- End of matter debriefing / lessons learned

You should attend:

- If you are interested in adding to your skill set a thorough understanding of LPM to apply to your matters.
- If you are implementing LPM in your legal organization and want to take your efforts to a new level.
- If you want to learn new LPM skills but also learn from other participants about how their firms are implementing LPM.

Why attend this program:

Earn the LPM LaunchPad™ Certificate in Fundamentals of Legal Project Management

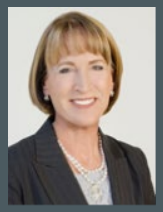
The consultants with LawVision were the first to offer a certification in legal project management in early 2010. Now in its tenth year, the LPM Institute Training Program offers attorneys and other legal professionals the opportunity to earn the LPM Certificate and understand how to apply the essential elements of legal project management to their matters. The course is taught by leading experts who have trained over 8,000 lawyers in project management, leadership and practice management, and who have industry experience from organizations who embraced project management concepts long before law firms. This skills-based workshop uses a mixture of case studies based on actual legal work, small group exercises and short lectures to teach participants the skills they need to exceed client expectations for efficient and effective legal work.

A workshop-style approach where participants can learn specific skills and approaches to apply immediately to manage projects more efficiently and effectively.

Valuable material to take home, including a course book with templates, guides and other instructional materials, as well as a Quick Reference Guide — a handy tool for applying key elements of legal project management when back at the office.

LPM Institute was founded as an informational resource to law firms and legal departments on developing and implementing LPM in their organizations. The Institute offers legal project management and process improvement training courses, consulting and informational resources for LPM. Susan Raridon Lambreth, Principal with LawVision and a former Hildebrandt partner for 20 years founded the Institute. She and Carla Landry developed the first certification course in project management for lawyers in early 2010 and since then, over 5,000 lawyers have taken these courses, including over 1000 who have completed the certification.

Presenters



Susan Raridon Lambreth

Carla Landry

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Susan Raridon Lambreth is a Principal with LawVision and founder of the LPM Institute. She leads the LawVision consulting in legal project management and practice group management. She is a recognized expert on practice group and project management and has trained over 10,000 legal professionals in these areas. In addition, Susan co-created the first legal project management certification program and launched the first online eLearning courses in legal project management,

For the past 11 years, she has co-chaired the popular Practising Law Institute program, Project Management for Lawyers. In 2019, she was awarded the inaugural "Best LPM Educator" from the Total Value Partnering Institute (TVPI).

She is a Yellow Belt in Lean Sigma / Process Improvement for Law Firms. She has worked with a majority of the leading law firms to enhance their ability to manage practices, projects and teams. Ms.Lambreth is the author of 5 leading books on practice group management and legal project management including:

- *Implementing Legal Project Management – The Legal Professional's Guide to Success*
- *Legal Project Management – Increasing Adoption with Technology Solutions*
- *Optimizing Practice Management: Driving Profitability and Market Position*
- *The Power of Legal Project Management: A Practical Handbook*

Ms. Lambreth has consulted to law firms for over 25 years. Prior to that, she practiced law as a litigator.

Carla Landry is a Principal with LawVision where she coaches legal teams on implementing legal project management and legal process improvement techniques into their matters. She leads the LawVision legal process improvement practice.

Carla has spent over 25 years working in the legal industry. She is focused on helping lawyers manage their matters effectively and efficiently to enhance client relationships and improve financial performance.

Carla was an adjunct faculty member at the George Washington University, teaching Economics and Profitability of Law Firms as part of a master's program in law firm management and is an Advisory Board Member of the LPM Institute. She is a Yellow Belt in Lean Sigma / Process Improvement for Law Firms.

In addition, Carla co-created the first legal project management certification program and launched the first online eLearning courses in legal project management. She also developed two online eLearning courses for the Practising Law Institute – one in law firm profitability and another on legal process improvement, receiving a Telly Award for "the very best in film and video." In her earlier career,

Carla worked as a manager in PricewaterhouseCoopers LLP's Legal Systems group. In that capacity, she served as a project manager leading an international, multi-disciplinary team responsible for the analytical and diagnostic processes related to an investigative database.

Firms that have attended:

- Akin Gump Strauss Hauer & Feld LLP
- Allen & Overy LLP
- Arnold & Porter Kaye Scholer LLP
- Baker & McKenzie LLP
- Baker, Donelson, Bearman, Caldwell & Berkowitz PC
- BakerHostetler
- Barnes & Thornburg LLP
- Clifford Chance LLP
- Covington & Burling LLP
- Dechert, LLP
- Drinker Biddle & Reath LLP
- Fenwick & West LLP
- Hogan Lovells LLP
- Honigman LLP
- Hunton & Williams LLP
- K&L Gates LLP
- Kilpatrick Townsend & Stockton LLP
- Littler Mendelson P.C.
- Michael Best & Friedrich LLP
- Morgan, Lewis & Bockius LLP
- Morrison & Foerster LLP
- Nixon Peabody LLP
- Norton Rose Fulbright LLP
- O'Melveny & Myers LLP
- Paul, Weiss, Rifkind, Wharton & Garrison LLP
- Pepper Hamilton LLP
- Perkins Coie LLP
- Proskauer Rose LLP
- Reed Smith LLP
- Shearman & Sterling LLP
- Simpson, Thacher & Bartlett, LLP
- Steptoe & Johnson LLP
- Sullivan & Cromwell LLP
- Thompson Coburn LLP
- Troutman Sanders LLP
- Venable, LLP
- WilmerHale

Program Agenda: Day 1 & 2

Day 1 | November 2, 2021

Session 1: Understanding Legal Project Management

- Program Objectives / Expectations
- Business Case for Project Management / Leading Firm and Legal Department Examples
- Introduction to Legal Project Management (LPM) Terminology
- Understanding LPM and Process Improvement and Their Interrelationships
- The LPM Institute Framework for Legal Project Management

Session 2: The Engaging Phase of LPM

- Defining and Understanding Stakeholders
- Analyzing Stakeholders and the Impact on Your Project
- Developing Effective Scope of Work Agreements / Defining In and Out of Scope
- Setting and Managing Client Expectations
- Capitalizing Upon Your Firm's Resources to Get Started

Day 2 | November 3, 2021

Session 3: Planning Phase of LPM

- Understanding the Steps in the Planning Phase of LPM
- Details of a Project Plan
- Building a Work Breakdown Structure and Project Schedule
- Risk Management Planning
- Communications Planning
- Developing the Project / Matter Budget Using
- Budgeting Tools
- Case Study – Budgeting Exercise

Program Agenda: Day 3 and 4

Day 3 | November 8, 2021

Session 4: The Executing Phases

Communicating with the Client throughout the Engagement

Resource Management – In and Outside the Firm

Monitoring the Plan and Budget

Using Budget to Actual Tools

Dealing with Schedule and Scope Changes

Negotiating Changes with Clients

Day 4 | November 11, 2021

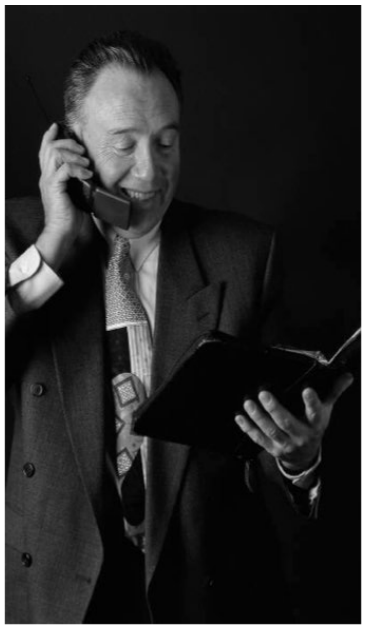
Session 5: The Evaluating Phases

Applying LPM to Your Matters Going Forward

A “Day in the Life” of an LPM

After Action Reviews/Matter Debriefs

Key Takeaways and Action Planning



Quotes from Past Attendees:

Catherine Olsen, Director of Pricing and Project Management, Dechert LLP "This program exceeded my expectations. It provided the concepts of legal project management as well as the skills to apply these concepts in the firm to make an immediate impact. The practical exercises and case studies encouraged in-depth discussions and allowed me to hear how other legal professionals are using the tools of LPM. I would strongly recommend this training to anyone looking to integrate LPM methodology into his or her firm."

Linda Salem, Executive Director, Reed Smith University "This was a very valuable program. The content was very good, and it was reinforced through the exercises. I learned a lot from the presenters and from my fellow participants."

Dominie Banfield, head of Legal Project Management at Allens, Asia-Pacific "LawVision's legal project management training was excellent for our partners and senior associates. It helped them develop a strong set of skills in project management and offered them a changed perspective for engaging with clients. Ms. Lambreth was excellent – engaging and knowledgeable – and we all gained a lot from the workshop."

Shaun Temby, Partner at Maddocks Lawyers (formerly with Norton Rose Fulbright), Sydney "I found this seminar to be an excellent introduction to both the concept of legal project management and also the business case for introducing this methodology to my practice. The seminar had a strong practical component and attendees will leave the seminar with a suite of tools that they can apply in their everyday working life to improve their project management capabilities. This seminar is a must for legal and support staff that are interested in the concept of legal project management but new to its everyday workings."

Marina Makanova, Former Project Director at Dentons US LLP: "Legal Project Management training offers a wealth of information on the subject. The modules in this course address critical issues with clear explanation of problems and how to deal with them step by step. I also found it highly beneficial to be in the room with other professionals facing similar challenges and exchanging ideas about ways to tackle them."

Alex Rahm, Department Operating Officer at Kilpatrick Townsend & Stockton remarked that the workshop was "very effective and well worth the time" adding that "the course provides an excellent framework for legal project management and includes practical exercises and approaches that one can immediately apply. I would recommend it for all those looking to implement project management and those needing a refresher course on effective project management."

Early Bird rate: **$1,596 (through 10/15/2020 - code *EB2021*)**

Regular rate: **$1,995 (starting 10/16/2021)**

Cancellations & Refunds

Cancellations and refund requests must be made in writing via email to eva.booth@lawvision.com.
No cancellations permitted within two weeks of the workshop. Seminars are held subject to enrollment. Dates, venue and program details are based on information available upon publication of the brochure and may be subject to change. In the event of an attendee cancellation prior to two weeks before the start date, LawVision will make a full refund of any registration fees paid less a $95 administration charge but assumes no liability for non-refundable transportation costs, hotel accommodations or additional costs incurred by registrants. Those wishing to cancel within two weeks of the program may request a deferral to a future program. No shows are not eligible for refunds. If you are unable to attend, you may substitute another individual to fill your spot. Please email eva.booth@lawvision.com.

Group Discounts

Please contact us to discuss rates for multiple attendees from the same firm at 615-545-5530.

Registration Details:

Registration

Registrations on-line at Legal Project Management Training Certification Workshop Registration or https://lawvisionprograms.com/legal-project-management-training-certification-workshop/

Disclaimer

LawVision has the right to refuse any registration at its own discretion. NO TAPE RECORDING PERMITTED

Payment Policy

Registration fees are due in advance of the workshop. Registrants may pay by VISA, American Express, Mastercard or check. Please contact eva.booth@lawvision.com to pay with a credit card.

Click here to register on-line Early Bird Discount through October 1

Confirmation

Registrations are guaranteed by receipt of payment. All registrants will receive email confirmation of registration. If you do not receive a confirmation, please contact eva.booth@lawvision.com.