



LitWorks - A DTI Company

2010 Course Schedule

LitWorks™, a DTI Company, is a leading provider of comprehensive training programs for litigation support professionals in AmLaw 200 law firms and Fortune 500 corporate legal departments. For more than five years LitWorks™ has been dedicated to developing and sharing best practices in the litigation support industry through a variety of consulting and training services. *In addition to our classroom training, we also offer web-based custom team training. Contact us directly for details.*

Course	Duration	Tuition	Dates
Litigation Support Professional	4 Days	\$2100	January 12 – 15 April 20 – 23 July 20 – 23 October 12 - 15
Litigation Support /E-Discovery Project Management	3 Days	\$1900	February 9 – 11 September 14 - 16
Litigation Support Manager	3 Days	\$1900	March 9 – 11 December 7-9

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setting new standards in litigation support

LitWorks - A DTI Company

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LitWorks™ Certified Litigation Support Professional Training

This 4-Day course provides litigation support professionals a unique opportunity to learn industry best practices through hands-on experience, networking with other litigation support specialists, and review of software tools used in the marketplace. Litigation support professionals are equipped with the skills they need to effectively review a case, assess its needs and make a comprehensive recommendation on how best to manage that case from start to finish. This course is designed for anyone with 1 – 5 years of litigation technology support experience. Litigation paralegals, document review attorneys and IT professionals are also excellent candidates for this training program.

2010 Class Schedule:

- January 12-15
- April 20-23
- July 20-23
- October 12-15

\$2100
Per Attendee

Attendees will learn:

- **Litigation Management Concepts**
- **Discovery Project Management Methodology**
- **How to Assist Case Teams with Responding to Electronic Discovery Requests**

Workshops Include:

- The Corporate Perspective – Litigation Readiness Planning & Execution
- Cool Tools & Technology Overview
- Introduction To Electronic Discovery Best Practices & Concepts
- Managing & Responding To Discovery Requests
- Litigation (EDD) Case & Project Management
- Managing Internal & External Resources
- Defining The Role & Responsibilities Of Litigation Support Professionals
- Overview Of Traditional Litigation Support Techniques & Strategies
- Database Design Methodology
- Strategies For Managing Transcripts
- The Lifecycle Of A Matter
- Effective Billing, Cost Containment & Cost Recovery Best Practices

*Class is in session each day from 9:00am until 4:30pm.
There are two 15 minute breaks each day plus a 75 minute lunch period*

To Register for This Course:

Contact Erika Santiago, National Training & Development Manager, LitWorks™ A DTI Company

404-610-0270 or esantiago@litworks.net



LitWorks™ Certified Litigation Support Project Manager Training

This 3-Day course focuses on sharpening litigation support project management skills. Attendees will receive practical resources & tools such as checklists, job aides and templates they can immediately apply to their daily work as a litigation support project manager. This course is designed with the experienced litigation support professional in mind as participants learn how to navigate the rough waters of today's high-risk and fast paced litigation environment. *Who should attend? Anyone with three - five years of litigation technology support experience.*

2010 Class Schedule:

- February 9-11
- September 14-16

\$1900
Per Attendee

Attendees will learn Litigation & E-Discovery Project Management through workshops and in small group activities

Workshops & Concepts Covered include:

- Cost Containment Strategies
- Litigation Case Management Overview
- Applying Project Management Methodologies to Litigation & Electronic Discovery
- Managing Internal & External Resources
- Building your project management toolkit
- Current Trends in Litigation Project Management
- Large Case Management
- Defining Your Project Team (Roles & Responsibilities)
- Project Scoping & Workflow Definition
- Managing the Technology to Manage Your Projects
- Application of Project Management Methodologies to Litigation & Electronic Discovery
- Database Design & Load File Management
- Problem Solving & Communication Skills Exercises

*Class is in session each day from 9:00am until 4:30pm.
There are two 15 minute breaks each day plus a 75 minute lunch period*

To Register for This Course:

Contact Erika Santiago, National Training & Development Manager, LitWorks™ A DTI Company

404-610-0270 or esantiago@litworks.net



LitWorks™ Certified Litigation Support Manager Training

This three-day course is a mix of business skills, litigation support, e-discovery and technology. This class is targeted to litigation support supervisors, managers and directors who want to build or grow their departments to compete in today's litigation environment. You will learn how to run your department like a business with documented procedures, marketing, and education in order to mitigate the risk that comes with managing electronic discovery. This course is perfect for those participants with several years of litigation support or e-discovery management experience who are now tasked with creating or managing the litigation support department.

2010 Class Schedule:

- March 9-11
- December 7-9

\$1900
Per Attendee

Topics Covered Include

- Recovering Costs for Litigation Support Services
- Industry Trends in Litigation Support Services & Department Models
- Strategic Business Development & Marketing for Litigation Support
- Managing Internal & External Resources
- Developing, Coaching & Mentoring Your Team
- Effective Communication Skills to Facilitate your Department Objectives
- Developing Standard Operating Procedures
- Creating a Litigation Support Department from Nothing
- Time Management for Busy Litigation Support Managers
- Advanced E-Discovery: Preparing your Attorneys for the Meet n Confer
- Advanced E-Discovery: Creating & Implementing an E-Discovery Plan for Your Firm (Risk Mitigation)
- Lead So That Your Team will Join You (not simply follow you)
- We're All on the Same Team: Working with Your IT Department, Client & Vendor

Class is in session each day from 9:00am until 4:30pm.

There are two 15 minute breaks each day plus a 75 minute lunch period