



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

Attendees will learn how to lead and manage a litigation support department through workshops and in small group activities

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*

To Register for This Course:

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

404-610-0270 or esantiago@litworks.net

