

## MARK YOUR CALENDAR

September 18, 2018 (Edmonton)

September 19, 2018 (Calgary)



Legal Education  
Society of Alberta

# Tech Solutions for Busy Law Practices

## Discover technology solutions to streamline

your legal practice. Learn key security measures to ensure client information is kept confidential. Explore methods for managing complex legal documents and strategies to create a paper-reduced law office.

And more!

Visit [LESA.org](http://LESA.org) for full program details and registration options.  
*Your lifelong partner in continuing legal excellence*



Legal Education  
Society of Alberta

SEPT  
**18**  
2018

### EDMONTON

Chateau Louis Hotel  
& Conference Centre  
11727 Kingsway NW  
9:00 AM-4:30 PM

SEPT  
**19**  
2018

### CALGARY

Hampton Inn by Hilton  
Calgary Airport North\*  
2021 100 Avenue NE  
9:00 AM-4:30 PM

*\*Please note the program venue.*



### PROGRAM MATERIALS

Materials for this program will be provided to all registrants in electronic format only and will be available for download in advance.

### INSTRUCTOR

**Barron K. Henley Esq.** | Affinity Consulting Group | Columbus, Ohio

**Barron K. Henley Esq.** is one of the founding partners of Affinity Consulting Group, a national legal technology consulting firm that handles all aspects of law practice automation, including document assembly, case management, document management, legal accounting software, trial presentation/litigation support, paper reduction/scanning, hardware, networks/servers, and security. He is an attorney and has been helping other lawyers with technology since 1990.

Barron received his BS/BA (marketing and economics) and his JD from The Ohio State University and is a member of the American, Ohio State, and Columbus Bar associations as well as the Worthington Estate Planning Council. He is a member of the ABA Law Practice Management Section and is the former chair of the Ohio State Bar Association Law Office Automation and Technology Committee.

Barron heads Affinity's document assembly/automation and software training departments; he is a renowned expert on Microsoft® Word, Adobe Acrobat, and HotDocs document assembly software. He has authored legal-specific manuals on HotDocs, Adobe Acrobat, and Microsoft® Word, Excel, and Outlook. Barron teaches CLE classes throughout the United States and Canada, covering a wide variety of topics related to law practice management, technology, and ethics. For additional information, visit [affinityconsulting.com](http://affinityconsulting.com).

### WHO SHOULD ATTEND

This program is intended for all legal professionals who want to enhance efficiency in their firm or practice.

Visit [LESA.org](http://LESA.org) for full program details and registration options.

# Tech Solutions for Busy Law Practices

## **Still Buried in Paper? Sure-Fire Roadmap For a Paper-Reduced Law Office**

Sick of dealing with stacks of paper? Receive a roadmap that will lead you to a more streamlined legal practice. Learn to liberate yourself and your office without adding costs and complications. Discover how mobile hardware, key protocols, and electronic filing systems can enhance efficiency in your practice.

## **Essential Law Firm Technology — The Best of What's Out There**

Technology advances quickly, and it's not easy to keep up with the latest trends while keeping current in your field. Learn about the technologies available to help lawyers solve problems, improve client service, and make life easier. Explore essential software and hardware tools that can help you improve profitability, enhance your ability to protect client confidentiality, organize case information more easily, and manage your practice more efficiently.

## **8 Things Killing Your Law Firm — And How to Stop Them**

The business of law isn't what it used to be. Competition is up and margins are down. Clients demand value from their lawyers and are willing to shop around to find it. Lawyers not only face increasing competition from customary rivals but also from emerging online DIY companies that have commoditized many legal practices. Identify the 8 most common types of waste in your practice. Analyze the managerial approach Lean Six Sigma, a collaborative approach for improving performance by eliminating the waste of physical resources, time, effort, and talent while assuring that work is done correctly at the outset.

## **It's Time For a Change — Superior Methods for Complex Legal Documents**

When lawyers use old documents to format new ones, it introduces an unacceptably high margin of error. However, there are a variety of superior alternatives to this approach that can not only improve client satisfaction but also have a direct impact on the bottom line. Learn how to find and consolidate the best of your intellectual capital in a way that increases drafting speed and accuracy while avoiding risks. Review a spectrum of automation tools, including those your word processor is already capable of, as well as document assembly applications like HotDocs.

## **Legal Tech Security Measures Every Lawyer Must Take**

The Law Society of Alberta's Code of Conduct (3.3-1) requires that lawyers hold all client information in strict confidence. Today that data is often electronic, and the duty to protect digital information presents lawyers with many challenges in cyber-security. Learn how to cover all of the bases of computer, smartphone, tablet, email, wireless, and document encryption. Review the fundamentals of backing up electronic data, and establish best practices in your office. Discover the inexpensive and free tools that will ensure your confidential information remains confidential.



Legal Education Society of Alberta

Tech Solutions for Busy Law Practices

# REGISTER ONLINE

Reserve your spot in this program.

**01** | Visit [LESA.org](http://LESA.org).

**02** | Enter code **32091** into the search field.

**03** | Add to your cart, **complete** your purchase, and **mark** your calendar.

## MORE REGISTRATION OPTIONS

**MAIL:** 2610 - 10104 103 Avenue Edmonton, Alberta T5J 0H8 | **PHONE:** 780.420.1987

**TOLL FREE IN AB:** 1.800.282.3900 | **FAX:** 780.425.0885

CHECK ALL THAT APPLY

- EDMONTON** September 18, 2018
- CALGARY** September 19, 2018
- EARLY BIRD:** On or before August 7, 2018 \$395 + GST (Lunch is included.)
- REGULAR:** \$445 + GST (Lunch is included.)

LESA offers a range of Access Bursaries on select programs. A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact LESAs for details.

- I live more than 125km (one way) driving distance (25% reduction in fees from nearest program site)\*
- I live more than 250km (one way) driving distance (50% reduction in fees from nearest program site)\*
- I am a law student or student-at-law (25% reduction in fees)

NAME/NAME FOR TAG: \_\_\_\_\_

FIRM: \_\_\_\_\_

EMAIL/PHONE NUMBER: \_\_\_\_\_

DIETARY RESTRICTIONS/SPECIAL NEEDS: \_\_\_\_\_

VISA     MASTERCARD     CHEQUE

TOTAL ENCLOSED: \_\_\_\_\_

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Please do not send credit card information via email. Cheques are payable to the Legal Education Society of Alberta.

**GUARANTEE:** We take pride in offering high quality programs. If this program does not meet your expectations, please contact us about our money back guarantee.

**CANCELLATIONS:** Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times.

**RECORDING:** This program may be audio/video recorded and retained by LESAs for the purpose of providing legal education.

**QUESTIONS?** Contact us at [info@lesa.org](mailto:info@lesa.org).