



Legal Education
Society of Alberta

FEATURED Programs

These programs may be of interest to more experienced support staff or paralegals.

- *Client Relationship Essentials
- *Corporate Procedure Fundamentals
- *Delivering Effective Feedback
- *Employment Law Fundamentals
- *Estate Administration Fundamentals
- Estate Litigation Fundamentals
- *Family Law Trial Fundamentals
- *Financial Disclosure in Family Law Matters
- *Foreclosures Fundamentals
- *Immigration Fundamentals
- Managing a Litigation Practice

For detailed program descriptions, visit on lesa.org/events.

*This program will be available as a seminar on demand 

Alberta Legal Technology Conference *(Early Bird ends January 10, 2017)*
EDMONTON – February 24, 2017 | Code: 62029

Participate in an Alberta-specific event focused on legal technology. Learn about applications designed for those in the legal sector, and take the opportunity to speak with a range of local product and service providers.

Cultural Competence, Diversity, and Inclusion *(Early bird ends March 7, 2017)*
EDMONTON – April 24, 2017 | CALGARY – April 25, 2017 | Code: 62038

Canada's population has become increasingly diverse, which affects all members of the legal community. Increase your cultural competence skills, develop bias awareness, and identify potential cultural awareness blind spots.

Legal Support Staff

2016/2017 Programs

Effective Legal Support *(Early bird ends December 13, 2016)*

EDMONTON – January 17, 2017 | CALGARY – January 19, 2017 | Code: 62024

Top-notch legal support makes a tremendous difference to quality of work... and quality of life. In this program, legal support staff from all practice areas explore strategies to get (and stay!) organized, to prioritize effectively, to better leverage technology, and to provide more meaningful support overall.

Microsoft® Excel for Lawyers and Staff *(Half-day)*


EDMONTON – November 15, 2016 | CALGARY – November 16, 2016 | Code: 62018

Microsoft® Excel is one of the most underused technological assets available to law firms. It is a powerful tool for use in the organization and analysis of financials, timelines, and other forms of raw data. Master the basics of Excel for use in a law firm setting.





PDF Files for Lawyers and Staff *(Half-day)*

EDMONTON – November 15, 2016 | CALGARY – November 16, 2016 | Code: 62019




PDF is the file format of choice for document exchange with clients and other lawyers. Understand the risks and benefits of PDF files, and learn about metadata removal, electronic document security, redaction, splitting and combining PDFs, and more.



LESA Library

-  Learn about Alberta-specific legislation, court procedures, and best practices.
-  Discover practical resources to enhance your practice.
-  Access information at your fingertips on any device as soon as it's updated.
-  Save time and money.

SUBSCRIBE ONLINE

-  Visit LESA.org/Library.
-  Select a subscription type.
-  Add to your cart, and complete your purchase.





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Legal Support Staff



SEMINARS ON DEMAND

Schedules fill quickly, and finding time to attend LESA events can be challenging. LESA records select seminars and offers them as seminars on demand so you can stay up-to-date on topical issues and key information in your practice area at your convenience.

Purchase seminars on demand at [LESA.org/Classroom](https://www.lesa.org/Classroom).

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780.420.1987 or
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Register for seminars online.


- 1 Visit [LESA.org](https://www.lesa.org).
- 2 Enter the seminar code into the “Search our catalogue” field.
- 3 Add to your cart, **complete** your purchase, and **mark** your calendar.

BURSARIES

For many of our programs, we offer bursaries in the form of reduced fees to those traveling long distances. These reductions are intended to help offset travel costs. On eligible programs, we reduce registration fees by 25% if you live more than 125 km from the seminar site or by 50% if you live more than 250 km away (one-way driving distances as set out in Appendix II of the Legal Aid Tariff). We also offer a 25% reduction in seminar registration fees for law students and students-at-law.

Please register online to take advantage of these discounted fees. A limited number of other access bursaries, including financial need-based bursaries, are available. Please contact the LESA office for details; inquiries are kept strictly confidential.

CANCELLATIONS: LESA’s cancellation policy varies by program. Contact the LESA office for more details about cancellation deadlines and available registration refunds. Registrant substitution is permitted at all times. **GUARANTEE:** We take pride in offering high quality programs. If our programs do not meet your expectations, please contact us about our money back guarantee.

RECORDING:  Programs listed with the seminar on demand icon are being audio/video recorded and will be retained by LESA for the purpose of providing legal education.

Please make cheques payable to the Legal Education Society of Alberta

LESA’s Privacy Policy can be found online at [LESA.org](https://www.lesa.org) | GST REGISTRATION NUMBER: R122368533