

LitWorks™ Certified Litigation Support Manager Course

Day 1

- Business Skills for Litigation Support Managers
 - Operating your department like a business
 - Effective Marketing Strategies for Litigation Support
 - Decision-making for litigation support managers
 - Communication for LS Managers
 - Managing, Mentoring & Developing Your Staff
 - Leadership Skills Workshop
 - How to make each day count (Time Management)
 - Public Speaking – Presenting yourself and your team

Day 2

- The Litigation Support Department
 - Developing Standard Operating Procedures (How to) for your department
 - How to do a needs assessment
 - Creating & Staffing Your Litigation Support Department
 - Strategies for Litigation Storage & Retrieval
 - Working with your IT Department
- Advanced Electronic Discovery
 - Dynamic Class Discussion – Advanced EDD Hot Topics
 - Preparing your attorneys / clients for the Meet n Confer
 - Developing & Implementing a Plan for e-Discovery Management at your firm

Day 3

- Certification Assessment