
















# LawTech Partners Legal Tech Training

FL CLE Sessions



Essentials Series	Advanced Sessions	Case / Matter Management	Marketing & Social Media	Privacy & Data Security
Microsoft Word Essentials for Legal Professionals (Mac or PC)	Creating Outstanding Legal Documents with Word 	How a Practice Management Program Can Prevent Malpractice Claims in Your Law Office* 	Email Makeover: Obtain, Configure and Start Using Your Own Domain and Email Address	Law Firms and PII: Complying with Privacy and Data Security Laws 
PowerPoint / Keynote Essentials for Legal Professionals 	Outlook for Legal Professionals: Managing Client, Case, Contact Information 	The Paperless Law Office - Digital Workflow 	Ten Components of a Successful Law Firm Website	<b>! HOT TOPIC !</b> Demystifying Encryption – What You Should Know 
Excel Essentials for Legal Professionals (Mac or PC) 	Creating, Emailing and Working with Compliant PDFs in the Law Office 	<b>DON'T WAIT UNTIL IT'S TOO LATE! ASK US ABOUT OUR SECURITY AUDITS</b>	How to Develop (or Oversee) an Ethical and Professional On-Line Advertising Campaign* 	When It Happens – Plans, Programs and Policies to Have in Place in Case of a Breach 
PDF Essentials – Acrobat or Nuance (Mac or PC)	<b>! HOT TOPIC !</b> Understanding Metadata and Your Ethical Responsibilities with Legal Documents* 	Configuring and Using Clio's Web Based Practice Management System	Social Media Jury Investigations 	Recognizing and Addressing Common Security Threats in Your Practice 
iPad Essential for Lawyers: Learn to Use Your iPad for REAL Work	Ten Reasons Why Applying Styles to Your Legal Documents Will Save Your Life (and Time and Money)	<b>ASK US ABOUT OUR LEGAL TECHNOLOGY AUDITS</b>	Managing the Media in High-profile Cases 	Securing Mobile Devices 
Switching to the Mac: You CAN Run Your Practice on a Mac	Analyzing Legal Data Using Microsoft Excel	<ul style="list-style-type: none"> <li>Sessions are scheduled for one hour and can be delivered in your office or online, one at a time or back-to-back. (Minimum of 3 hours for in-office visits).</li> <li>Attorneys and staff may attend from their individual desks or as a group in a meeting room.</li> <li>Ethics CLE sessions marked with *</li> <li>Please email us to schedule training for your firm: <a href="mailto:training@lawtechpartners.com">training@lawtechpartners.com</a>.</li> </ul>		
Life After Reveal Codes – Moving from WordPerfect to Word	iPad for Litigators and Trial Presentations			