



Law Firm 101

Presented by Law Firm 101 Project Team

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Thank you for being here today

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- Introductions
 - ILTA's Law Firm 101 Initiative
 - Where We Are Today
 - Do You Want to Start One Yourself?
 - Take Aways
 - Resources
-

Law Firm 101

Session Agenda

Law Firm 101

ILTA'S Law Firm 101 Initiative



- Brief History
- Mission
 - The mission of the Law Firm 101 initiative is to deliver programming curricula in three tracks addressed to help educate law firm administrative professionals, lawyers beginning their law firm careers and law students to better understand law firm business operations, practice, ethics, technology utilized and to help them more thoroughly understand the context of their roles within a law firm.
- Goals
 - Administrative Professional. Develop educational programming targeted to law firm administrative professionals on topics related to law firm business operations, practice, and ethics to help them more thoroughly understand the context of their roles within their firms.
 - Law School and Attorney. Develop educational programming to be offered to law schools and law firms to help law students and lawyers beginning their law firm careers understand the practical aspects of working in a law firm.

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ILTA'S Law Firm 101 Initiative



- Advisory Teams
 - Administrative Staff
 - Lawyers Beginning Careers in Law Firms
 - Law Students
- NALP Conference
- 2013 ILTA Conference Session
- Glossary Team
- Vendor Advisory Committee

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Where We Are Today



- New Chair and Project Team
- Content Development Team
- Starting with Administrative Staff Initiative
- 2014 ILTA Conference Session

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Do You Want To Start One Yourself?



- Poll Question #1: Have you started or is there interest in starting your own Law Firm 101 initiative at your firm?
- Poll Question #2: : If so, what stage are you in?
- What we are finding

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Do You Want To Start One Yourself?



- Challenge #1 – Time Management/Scheduling
- Challenge #2 – Delivery Mechanism
 - Poll Question #3: In what format should the learner consume the information?
- Challenge #3 – Products to Use
- Challenge #4 – Reporting and Compliance
- Challenge #5 – Creating an Outline

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Take Aways



- Mission Statement
- Goals
- Glossary (handout)
- Administrative Staff Module 1 Outline (handout)



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Take Aways

- Module 1: The Legal Landscape
 - What is a Law Firm?
 - Firm Types
 - Clients
 - The Competitive Landscape
 - The Governance Landscape
 - The “Mother Ship” vs. the “Local Office” – Centralization vs. decentralization
 - The International Firm
 - Where do I fit?

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Resources



- ILTA Recorded Webinar 12/5/2013 [Lessons Learned in Developing eLearning](#)
 - Link to [Mindmap](#) created from session
 - 2013 eLearning Session
 - 2012 eLearning Session
 - 2012 mLearning Session
 - 2012 Captivate Hands On Session Handout
- December 2012 Peer to Peer [Law Firm 101](#)
- Contact Law Firm 101 Project Team Members

Questions

We'll now open it up for questions

Thank You

