



# Law Society of Saskatchewan Continuing Professional Development



6.0 HOURS  
2 of which  
qualify  
as Ethics



## Technology Academy for Saskatchewan Lawyers and Legal Professionals 2018 Featuring Barron K. Henley

Back by popular demand, Barron K. Henley is returning to Saskatchewan with his unique brand of legal technology training!

Barron is a nationally acclaimed legal technology expert who teaches continuing legal education classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology and ethics. Barron's classes are designed by lawyers for legal professionals meaning they are some of the most relevant training you and your staff can receive in the legal technology area.

*"This is the best CLE I have ever attended. The presenter was super knowledgeable, engaging and provided material and information (including real-time walk throughs and demonstrations) that I can take away and put into real practice in my practice!" – 2016 Saskatchewan Attendee*

### Microsoft Word Power Tips

Due to the complex formatting often required with legal documents, most users find Microsoft Word to be a constant source of frustration. We'll show you exactly how to fix the common legal drafting problems plaguing you now and avoid them in the future. You'll learn dozens of tips and techniques you can put into practice immediately. Even if you feel you have Word under control, we guarantee you will learn new things about Word throughout this class.

### Using Outlook To Get Email Under Control

Lawyers and staff are generally drowning in email and many feel helpless when trying to get it under control. This session will show you how to use all of Microsoft Outlook's feature set to efficiently store, organize email (and attachments), and successfully deal with high email volume. We'll also show you how to fix Outlook's default settings for email, calendar, contacts and tasks. Finally, we'll explain many amazing and useful Outlook features which most users don't even know are there.

### A Lawyer's Guide to PDF Files

You have probably noticed that PDF files are everywhere. They have become the file format of choice when trading documents with other lawyers and clients. Because of their prevalence, everyone in your office needs to understand the risks and benefits of PDF files. In this session, you'll learn appropriate uses of PDFs, and we'll cover topics such as metadata removal and electronic document security, redaction, Bates Numbering, splitting/combining PDFs, reducing file-size for electronic case filing, review/comment and PDF collaboration, adding signatures & stamps, routing PDFs for comments/feedback, and more.

### Cyber Security - Legal Tech Security Measures Every Lawyer Should Take

It is impossible to avoid receiving and managing electronic data. You don't have to be a security expert or techie to protect yourself and your office. Learn how to cover all the bases of computer, smartphone, tablet, email, wireless and document encryption. Establish best practices in your office and discover the inexpensive or free tools that will make sure your confidential information remains confidential.

### 8 Things Hurting Your Law Firm – And How to Eliminate Them

For many practice areas, competition is up and margins are down. Clients demand value from their lawyers and are willing to shop around to find it. These pressures are forcing lawyers to re-examine their practices and processes. Lean Six Sigma is a managerial approach that relies on a collaborative team effort to improve performance by eliminating the waste of physical resources, time, effort and talent while assuring that the work is done right the first time. In this session, you'll learn how to identify and remove the 8 most common types of waste from your practice.

**Regina**  
Wednesday, May 30, 2018  
(Ramada Plaza)  
9:30 am - 4:45 pm

**Saskatoon**  
Thursday, May 31, 2018  
(TCU Place)  
9:30 am - 4:45 pm

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Registration: 9:00 am

**9:00** Registration

**9:30** Microsoft Word Power Tips

**11:00** Refreshment and Networking Break

**11:15** Using Outlook To Get Email Under Control

**12:15** Lunch Break

**1:00** A Lawyer's Guide to PDF Files

**2:30** Refreshment and Networking Break

**2:45** Cyber Security - Legal Tech Security Measures Every Lawyer Should Take

**3:45** 8 Things Hurting Your Law Firm – And How to Eliminate Them

**4:45** Adjournment

## General Information

In the unlikely event that the Law Society of Saskatchewan is forced to modify its program schedule, registrants will be notified. We reserve the right to change speakers and/or revise content if necessary.

Please attend the registration table at the seminar. If, for any reason, the Law Society of Saskatchewan is unable to accept your registration, you will be notified prior to the seminar.

Confirmation of registration is not provided as we prefer not to have to pass on the added expense to our registrants.

**Note: Invoices and receipts will not be provided unless requested. This Registration Form is your invoice. Your cancelled cheque is your receipt.**

We endeavour to make our activities available for all members. Please feel free to contact us if you require any specific accessibility accommodations.

## Cancellation Policy

Notification of cancellation must be in writing and received by 4:00 p.m. two (2) days prior to the Seminar resulting in a \$20.00 (plus GST) cancellation fee. **Non-compliance** will result in forfeiture of the entire registration fee. **Non-attendance** does not constitute cancellation. Upon receipt of a written request, consideration will be given for non-attendance caused by illness or weather conditions.

## Registration Form

Legal Technology Academy 2018 Featuring Barron K. Henley CPD-200

Please register me in the following location:

Regina - Wednesday, May 30, 2018  
Ramada Plaza  
1818 Victoria Ave., Regina

Saskatoon - Thursday, May 31, 2018  
TCU Place  
35 - 22nd Street East, Saskatoon

**Registrations will only be accepted until 4:00 pm two (2) days prior to the seminar. Space is limited so register early.**

Registration includes course materials, lunch, and refreshments.

**The seminar materials will be available digitally only. Registrants will receive links to all materials prior to the seminar and will be responsible for either printing the materials or bringing a device on which to view them digitally.**

NAME

FIRM

ADDRESS

CITY/PROV.

POSTAL CODE

PHONE

FAX

EMAIL

### Registration Fees

<input type="checkbox"/>	Law Society Member (Active)	\$425.00
<input type="checkbox"/>	Law Society Member (Inactive)	\$215.00
<input type="checkbox"/>	Articling/Law Student	\$215.00
<input type="checkbox"/>	Legal Support Staff	\$425.00
<input type="checkbox"/>	Non-Member Lawyers	\$510.00
<input type="checkbox"/>	Other Professions	\$510.00

Subtotal

Plus GST (5%)

GST Registration No. 107604381

Total Amount

### Make cheques payable to:

Law Society of Saskatchewan  
Avord Tower, #1100 - 2002 Victoria Ave.  
Regina, SK S4P 0R7  
Ph: 306-569-8242 Fax: 306-352-2989  
Email: cpd@lawsociety.sk.ca

Visa/Mastercard Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_