



*Training Course:  
Legal Project Management*

*2 - 6 December 2024  
Geneva (Switzerland)*

## Training Course: Legal Project Management

Training Course code: PC235223 From: 2 - 6 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

### Introduction:

Legal Project Management LPM is a crucial discipline within the legal field that focuses on efficiently managing legal projects, improving client satisfaction, and increasing law firm profitability. This training program aims to provide legal professionals with the knowledge and skills necessary to effectively manage legal projects, streamline workflows, and deliver exceptional legal services.

### Target Audience:

This training program is designed for:

- **Lawyers and Attorneys:** To enhance their project management skills and improve legal service delivery.
- **Legal Support Staff:** Paralegals, legal assistants, and administrators who are involved in legal project work.
- **Legal Department Personnel:** In-house legal teams and corporate counsel responsible for managing legal projects.
- **Law Firm Managers:** Practice managers and legal operations professionals seeking to improve efficiency.

### Objectives:

By the end of this training program, participants should be able to:

- Understand the core concepts of Legal Project Management.
- Apply project management principles to legal matters.
- Effectively communicate with clients and stakeholders.
- Create efficient project plans, budgets, and timelines.
- Manage risk and mitigate potential legal issues.
- Improve time and resource management within legal projects.
- Enhance client satisfaction and build stronger client relationships.
- Optimize the profitability of legal services.

### Outlines:

Day 1:

Understanding Legal Project Management

- Introduction to Legal Project Management
- Benefits and significance
- Key principles and terminology
- Case studies and examples

Day 2:

Project Initiation and Planning

- Defining project objectives
- Stakeholder identification and analysis
- Creating a project charter
- Setting up a project plan
- Budgeting and resource allocation

Day 3:

Project Execution and Monitoring

- Effective communication with clients and team members
- Managing project risks
- Tracking progress and adjusting plans
- Quality assurance in legal work
- Document and knowledge management

Day 4:

Legal Technology and Tools

- Introduction to legal project management software
- Selection and implementation of LPM tools

- Technology for document management and collaboration
- Case management systems

Day 5:

#### Closing and Continuous Improvement

- Finalizing legal projects
- Client feedback and satisfaction measurement
- Post-project evaluation and reporting
- Continuous improvement in LPM
- Developing a personal LPM action plan

## Registration form on the Training Course: Legal Project Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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