

REGIONAL LEGAL MANAGEMENT CE TRACKING FORM

SPONSOR: ASSOCIATION OF LEGAL ADMINISTRATORS

WEST

September 7-9, 2017
Las Vegas Nevada

EAST

October 11-14, 2017
Nashville, Tennessee

SELECT	Column1	TITLE	LENGTH	HRCI	HRCI BUSINESS	SHRM	CPE FIELD	CPE HOUR	MCLE
WEDNESDAY, SEPTEMBER 6, 2017									
	Day One	Preconference Workshop: Legal Lean Sigma® and Project Management White Belt Certification Course	240				Business Management & Organization	4.8	4
THURSDAY, September 7, 2017									
	Day Two	Preconference Workshop: Legal Lean Sigma® and Project Management White Belt Certification Course	195				Business Management & Organization	3.9	3.25
1:00- 2:30 PM									
	LI10	Welcome & Keynote: Leadership's Indispensable Ingredient	60	1		1	Communication	1.2	1
4:00 - 5:15 A.M.									
	CM10	Increase Your Influence: Discover Eight Attributes of Successful Leaders	75	1.25		1.25	Communication	1.5	1.25
	FM10	Best Accounts Receivable Practices For Billing Partners	75				Finance	1.5	1.25
	HR10	The Future of Health Care in Today's and Tomorrow's Political Climate	60	1		1	Personnel/HR	1.2	1
	LI11	Effective and Ethical Use of Social Media	75	1.25		1.25	Marketing	1.5	1.25

FRIDAY, September 8, 2017									
8:15-9:30 A.M.									
	CM20	Personal Branding Can Make You a More Effective Leader	75				Communications	1.5	1.25
	HR20	Advanced 401(k) Planning and Strategies	75	1.25		1.25	Personnel/HR	1.5	1.25
	OM20	Artificial Intelligence: How Alexa Will Automate the Law Firm	60				Administrative Practice	1.2	1
	LI20	Current Issues, Trends and Challenges Facing Today's Law Firms ... and What They're Doing About Them	75				Business Management & Organization	1.5	1.25
10:30 - 12:00 P.M.									
	CM21	How Applied Improv Helps Legal Management Professionals Become Innovative Thinkers and Possibility Creators	90	1.5		1.5	Communications	1.8	1.5
	HR21	Dear Helga Returns: New and More Complicated Law Firm HR Issues	90	1.5		1.5	Personnel/HR	1.8	1.5
	LI21	Managing Law Firm Growth: A Look into the Science Behind Personnel Analytics	75		1.25	1.25	Administrative Practice	1.5	1.25
	OM21	Proving Cybersecurity Due Diligence For Your Firm	90				Management Advisory Services	1.8	1.5
1:30 - 2:45 P.M.									
	FM20	Optimizing Client Payments: Decreasing Costs and Improving Collection Efficiency	60				Finance	1.2	1
	OM22	Exploring Office 365 and Sharepoint: A Hands-On Immersion Experience	60				Computer Science	1.2	1
	HR22	Time to Go Back to School - Important Updates for Your Firm's Handbook	75	1.25		1.25	Personnel/HR	1.5	1.25
	LI22	Today's Best Practices in Law Firm Marketing and Business Development	75				Marketing	1.5	1.25
	CM22	Trello: Increase Your Productivity Overnight	60				Communications	1.2	1
	FM21	Get a Better Seat at the Table: Demonstrate Your Value to the Partners	60		1	1	Business Management & Organization	1.2	1
	HR23	Drive Business Success with Workplace Flexibility	60	1		1	Personnel/HR	1.2	1
	LI23	ROI: The Only Technology Acronym That Matters	60				Finance	1.2	1

SATURDAY, September 09, 2017									
8:30 - 9:30 A.M.									
	CM30	What's NOT Being Said NEEDS To Be Understood	60	1		1	Communications	1.2	1
	FM30	Where Did the Time Go: Time Entry, Billing and Collection Solutions	60				Finance	1.2	1
	OM30	Turbocharge Your Information Workflow	60				Business Management & Organization	1.2	1
	LI30	Eliminate Waste: Reliably Identify the Lawyers Who Really Want to Learn Business Development Skills	75		1.25	1.25	Business Management & Organization	1.5	1.25
	FM31	Impacting Financial Performance: Key Performance Indicators	90				Finance	1.8	1.5
	OM31	Ransomware and Social Engineering: What's the Big Deal and What to Do?	90				Business Management & Organization	1.8	1.5
	CM31	Closing General Session: Humor! Paul Huschilt's Outlandishly Fun, Five-Step Program for Workplace Wellness	60				Communications	1.2	1

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