

Legal Project Management e-Learning + Webinar

On-demand e-Learning Details:

120-day access period

Webinar Details

3 December 2020, Thursday

9.30am – 10.30am

This complimentary add-on is conducted as a live webinar.

Registration Fees

Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member	\$374.50

About the Programme

The Law Society of Singapore has worked with LawVision LLC to extend the LawVision's *LPM LaunchPad™ Program* to our members at a special rate of SGD 350 (before GST) for this inaugural run. For the Society, this on-demand e-learning will also be enhanced with a complimentary live webinar session.

On-demand e-Learning Details:

120-day access period

This highly interactive online course provides a simple, yet powerful framework for applying LPM techniques and approaches to your legal matters immediately and building more effective budgets. You learn using a case study based on actual legal matters.

The programme provides:

- An understanding of all of the key legal project management concepts and how to talk to your clients credibly about them;
- Examples of how legal departments and law firms are implementing LPM for different types of practice areas;
- A skills-based approach to learning the fundamental LPM techniques such as stakeholder analysis, scoping of work, project plans and budgets, managing scope changes and conducting end-of-matter debriefs;

The primary elements of the programme include:

- Upfront discussion of client's objectives/expectations – including ensuring the firm and client are on the “same page” and that all members of the legal team understand these;
- Understanding the key decision-makers in the client who can affect the legal outcomes and success of a matter;
- Detailed “scoping” of work
- Breaking down the work into component parts to develop more accurate budgets and to be able to manage the work and the legal team efficiently and effectively;
- Understanding how budgets are developed
- More active management of the matter throughout, including task assignment and monitoring assignment completion;
- Dealing with scope changes throughout a matter; and
- End of matter debriefing/lessons learned.

Upon completion of the online e-learning portion, you will receive a Certificate of Completion from The Law Society of Singapore. You are also encouraged to submit questions for the speakers to answer at the webinar via this [Google Form](#) by 6pm on Thursday, 26 November 2020.

Please note that there is an additional fee should you request for certification from LawVision and choose to submit the final project. For more details on full certification, please contact Christine <christineleong@lawsoc.org.sg>.

The course teachers are:

- **Susan Raridon Lambreth** – Principal with LawVision and the founder of the LPM Institute.
- **Carla Landry** – Senior Consultant with LawVision

Live Webinar Details:

Thursday, 3 December 2020 | 9.30am – 10.30am

Please note that access to this webinar is only for Members who have purchased access to the on-demand e-learning component.

While most successful lawyers already do some aspects of what is now called legal project management, many clients today expect law firms to use a more structured and organized approach to handling matters and to apply many of the project management approaches that are common in their companies.

Hear from Susan Raridon Lambreth and Carla Landry in this complimentary follow-up webinar to the on-demand *LPM LaunchPad™ Program* as they answer submitted questions and expand on fundamental LPM techniques.

Webinar Speakers:

- **Susan Raridon Lambreth** – Principal with LawVision and the founder of the LPM Institute.
- **Carla Landry** – Senior Consultant with LawVision

Programme Outline

Time	Programme
9.00am – 9.30am	Participants log on
9.30am – 10.30am	Legal Project Management Susan Raridon Lambreth – Principal with LawVision and the founder of the LPM Institute. Carla Landry – Senior Consultant with LawVision
10.30am	End

Admin Note to Singapore Practitioners and s36B Foreign Lawyers in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 1.0 (Webinar)

Practice Area: Professional Skills

Training Level: General

Participants who wish to obtain CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, this includes logging in at the start of the webinar and logging out at the conclusion of the webinar in the manner required by the organiser, and not being away from any part of the webinar. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.sileCPDcentre.sg> for more information.

Note: In the course of the event, photographs/videos/interviews of participants could be taken/conducted by the Law Society or parties appointed by the Law Society for the purpose of post event publicity, either in the Law Society's official publication/website, social media platforms or any third party's publication/website/social media platforms approved by the Law Society.

Speakers' Profile



Susan Raridon Lambreth – Principal with LawVision and the founder of the LPM Institute

Susan R. Lambreth is a founding Principal at LawVision and is nationally recognized as one of the top leadership, practice group and project management consultants for law firms. For over 25 years, she has helped law firms of all sizes improve their profitability and enhance their lawyers' leadership and management skills.

Susan is the Chair and Founder of the LPM Institute, a leading resource for educating law firms and law departments on implementing project management in their organizations. She has given hundreds of speeches on practice management, LPM, strategy and trends affecting law firms or law departments.

Prior to co-founding LawVision, she was with Hildebrandt International for almost 20 years, where, in addition to her consulting work, she chaired many of their conferences and led several of the most successful roundtables for law firm professionals. Prior to that, Susan spent almost seven years with Altman & Weil. She is also the author or co-author of six leading books on practice group management and legal project management.



Carla Landry – Senior Consultant with LawVision

Carla Landry has worked in the legal industry, both in-house and as a consultant, for more than 25 years. She currently serves as a Senior Consultant with LawVision, where she coaches legal teams on implementing legal project management and legal process improvement techniques into their matters.

Carla, together with her colleague and a team of certified Project Management Professionals (PMPs), created the first project management certification program designed for legal professionals and launched the first online e-learning course in legal project management. She is a certified Yellow Belt in Lean Sigma/Process Improvement for Law Firms and works with firms to identify cost-saving opportunities through streamlining the delivery of legal services and improving existing processes. Carla developed two online e-learning courses for the Practising Law Institute (PLI), one on law firm profitability and the other on Legal Process Improvement, winning a Telly Award honoring "the very best in film and video." Law firms turn to her to develop e-learning programs to launch on their systems.

Prior to joining LawVision, Carla was an adjunct faculty member at George Washington University, teaching Economics and Profitability of Law Firms as part of a master's program in law firm management. She is also a former Senior Director in the Law Firm Strategy and Structure Practice of Hildebrandt Baker Robbins, where she advised law firms on a variety of financial, strategic, and operational issues. Her earlier consulting experience included working as a manager in PricewaterhouseCoopers LLP's Legal Systems group. In that capacity, she served as a project manager leading an international, multi-disciplinary team responsible for the analytical and diagnostic processes related to an investigative database.

Registration

To register, please visit our website at: <https://www.lawsociety.org.sg/cpd/e-learning/>

For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0255.

1. General Terms and Conditions

- i. By registering, you accept and agree to all of the covenants and conditions imposed in this Terms & Conditions.
- ii. The Law Society of Singapore reserves the right to cancel any programmes without notice.
- iii. The Legal Project Management e-learning programme is not eligible for refund.
- iv. E-Learning programmes are strictly non-transferrable.
- v. Purchase of the Legal Project Management e-Learning will give you
 - a. timed access of 120 days (from day of registration confirmation)
 - b. access to the 1-hr live webinar on 3 December 2020.
- vi. After receipt of payment, you will receive 2 emails, a confirmation note and a separate email (next calendar day) with your log-in details. Please add <noreply@mail.wizlearn.com> to your address book.
- vii. Upon completion of the e-learning, you will be issued a certificate of completion from The Law Society of Singapore. You may download and save this certificate for your own records.
- viii. Please note that there is an additional fee should you request for certification from LawVision and choose to submit the final project. For more details on full certification, please contact Christine <christineleong@lawsoc.org.sg>.
- ix. The Law Society of Singapore does not warrant or represent that all the e-Learning programmes contain up-to-date information. As some e-Learning programmes on the e-Learning Portal are not new, they may contain information that is outdated. You are responsible for independently verifying all information to ensure that it is current.