

A Year in Risk Management: The Road Map to a Better Practice

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Properly established and efficient practice management processes and procedures can pay big dividends in protecting against malpractice claims and ethics complaints. Bulletproofing your practice in these small ways allows you to concentrate on your clients rather than the day-to-day operation of your firm. And while every lawyer wants effective systems, too often, the hardest part is developing a strategy of review and implementation for the law office operation. This program is for every lawyer who wants better procedures but lacks a road map for reaching a better practice.

8:30 a.m. – 9:00 a.m. **Registration/Welcome**

9:00 a.m. – 10:00 a.m. **Hour One – The QUIZ**
A chance to test your knowledge in the latest hot topics in legal malpractice and ethics, and what you need to know to protect yourself from novel malpractice risks and ethics complaints

10:00 a.m. – 10:10 a.m. **Break**

10:10 a.m. – 11:10 a.m. **Hour Two – The Road Map**
Catching the Wave, aka Client Intake
Client Relationship Control Documentation
Issues of Fees & Fee Agreements
Detecting and Resolving Conflicts & Identifying Dates

11:10 a.m. – 11:15 a.m. **Break**

11:15 a.m. – 12:15 p.m. **Hour Three – The Road Map (Continued)**
File Retention
Marketing & Social Media
Disaster Recovery
The Most Important Ingredient.