

LEGAL PROJECT MANAGEMENT PRODUCTS AND SERVICES

Tools and Templates

LegalBizDev is the first and only company that offers an electronic library of tools and templates to support legal project management (LPM) initiatives and increase efficiency, client satisfaction, and profitability.

The benefits of the online fifth edition of our *Legal Project Management Quick Reference Guide* include:

- Providing instant access so you can quickly look up the exact information you need precisely when you need it on your laptop, tablet, or phone, whether you are in your office, in a hotel room, or on an airplane.
- Saving time by building your LPM efforts on a foundation that has been developed over several years, and tested and refined in firms with over 100,000 lawyers, rather than re-inventing the wheel and starting from scratch
- Keeping up with the latest developments in this rapidly changing field, with new tools and templates which are added to the library every few months

Many of these tools and templates are also available in book form in the fourth edition of our *Legal Project Management Quick Reference Guide*, published in 2016.

These cutting-edge tools are an unmatched resource summarizing what's worked for LPM at other firms, and what hasn't. Whether it's planning a bid, defining scope for a new matter, improving client communication, or improving efficiency in other ways, this library of tools and templates will help your firm increase value and firm profitability on both hourly and alternative fee arrangements.

Coaching

The most effective way to change LPM behavior and build momentum within a firm is for motivated attorneys and staff to directly experience immediate benefits and then become internal champions who spread the word. The most efficient way for lawyers to experience those benefits is to work one-on-one with a legal project management expert who serves as a personal coach. Our standard program includes unlimited coaching for two to four months, built around a weekly phone call.

For groups of six lawyers that participate in coaching at the same time, we also offer an option of coordinating activities by starting the program with a group workshop, presented as a two-hour webinar or video conference or

a half-day meeting in your office.

Certification In 2010, LegalBizDev introduced the first LPM certification specifically designed to meet the unique needs of busy lawyers and legal staff. Our Certified Legal Project Managers® now work at firms ranging in size from eight lawyers to over 4,000 lawyers, in the US and overseas. Certification is based on a self-paced distance learning program which requires a minimum commitment of 40 hours over approximately six months.

Workshop *How to Increase Client Satisfaction and Profitability with Legal Project Management* is a half-day workshop designed for lawyers at any level who want a general education in how project management principles apply to the legal profession. The workshop includes breakout groups in which participants discuss exactly how the principles apply to their practice.

Consulting We can help your firm produce behavior change quickly and cost-effectively by applying our extensive experience and knowledge of the most effective best practices at similar firms. We will collaborate with your management team and/or internal LPM staff in whatever way you find most useful. Approaches we've used in the past include developing strategic and tactical LPM plans and participating in planning meetings of executive committees and LPM task forces.

We also offer customized “coach the coach” programs to help your in-house team increase their impact by adapting our proprietary *LPM Coaching Guide* process to your firm. For firms that are developing internal LPM courses, we can help save time and money by licensing the workshop materials we have developed and tested over several years, including our proprietary database of hundreds of PowerPoint slides.

Whatever your needs, we would be happy to develop a proposal to help your firm implement LPM more economically by building on our experience and research with hundreds of law firms.

For more information about how our unique just-in-time approach to LPM and business development can help your firm change lawyers' behavior, increase client satisfaction, and improve profitability, contact us today at 800-49-TRAIN or info@legalbizdev.com.