



No Webcast or Video Replay  
Enrolment is limited



# Project Management for Litigators

*Practical Approaches.  
Proven Results.*

## LIVE PROGRAMS

**January 10, 2011 • 9:00 am to 4:00 pm**

Fairmont Hotel Macdonald • Edmonton

**January 11, 2011 • 9:00 am to 4:00 pm**

Fairmont Palliser • Calgary

## Learn How To

- Structure and organize a capable and motivated litigation project team.
- Complete the project on time, on budget, as specified.
- Learn critical skills needed to meet important ethical obligations to your clients and other stakeholders.
- Understand and manage your project's entire lifecycle: define, plan, launch, monitor, and closeout.

## About the Program

This hands-on, interactive workshop explains how lawyers who manage multi-person teams can use the basic principles of project management to organize, plan, and monitor the work of large, billable litigation matters. Acclaimed project management expert Meg Spencer Dixon provides practical tools and techniques for improving client service, increasing predictability, reducing costs, reducing time spans, managing client expectations, and optimizing results in large litigation. Just one day with Meg will help you achieve every lawyer's ultimate goal in every billable matter: a satisfied client who pays the bill. The program relies on a hypothetical case-file to demonstrate functions lead lawyers should perform in their role as project manager. Participants work alone and in teams at different phases to try and put key principles they have learned in to practice.

## Who Should Attend

This program is designed for lawyers in leadership positions who want to improve their project management skills, and for emerging leaders who want to take on project management responsibilities in the future. Although the program uses litigation examples and focuses on project management from a litigation perspective, the skills and principles taught will benefit lawyers and legal professionals in all practice areas. Early registration is strongly recommended. Enrolment is limited.

## Topics Include

**What is Project Management?** Introduction to 5 stages of project management: define, plan, launch, monitor, review.

**Stage 1: Defining the Project.** Meet with the client to clarify the client's goals and objectives. Understand the project's goals from the lawyer's perspective.

**Stage 2: Planning the Project.** Translate case analysis and theory of the case in to an overall goal, and break it down in to meaningful goals. Define resources, costs, risks, and capabilities. Plan your timeline, plan your tasks, plan your subtasks, plan who does what, plan what gets done when. Plan for errors, plan for change, plan for unknowns, and adjust.

**Stage 3: Launching the Project.** Choose the team, hold individual and kick-off team meetings, assign tasks, assign deadlines, announce the project.

**Stage 4: Monitoring the Project.** Keep the project on track. What do you measure? How do you measure? What's going wrong? How do you fix it?

**Stage 5: Closing Out and Reviewing the Project.** Finalize all project management documents. Create generic versions of documents, forms, and checklists. Refine your project management systems and procedures for the next case.

## About Meg Spencer Dixon



Margaret Spencer Dixon is a lawyer and consultant specializing in time management, project management, and stress management seminars for lawyers and legal professionals. Meg came to the field of organization and time management by way of a career in law, during which she practiced in the litigation and energy groups of the law firm formerly known as

Shaw Pittman in Washington, D.C.

She received her undergraduate degree, cum laude in economics, from Princeton University in 1982, and received her law degree from Stanford Law School in 1985. After law school she clerked for Judge Cecil F. Poole of the United States Court of Appeals for the Ninth Circuit in San Francisco. In 1992, Meg left the practice of law to found Spencer Consulting, and since then has been giving speeches, writing articles, and conducting public and in-house legal education seminars on time management, project management, stress management, and how to run effective meetings. She presents seminars for numerous clients including law firms, CLE providers, government agencies, and bar associations.

## Accolades for Meg Spencer Dixon

- "I have been looking for a tool to help manage litigation and other projects. This is just what I needed. Thanks. I liked the exercises, which were thought-provoking."
- "Top notch written materials; the elaboration of and interconnection of planning, organizing, and doing - - very well thought through. Thank you for an excellent seminar."
- "Reinforced that dealing with issues incrementally makes life easier than trying to tackle the 'big picture' all the time. She is an 'EXCELLENT' speaker and very knowledgeable. Not one 'um' in 8 hours! Impressive!"
- "I can clearly see how these techniques will make anyone a more effective lawyer....I'd love to do this for all of our partners."
- "Tangible information regarding how to manage big litigations... provided a systematic process to organize and handle large projects."

*An intensive seminar designed to help you balance the "hard" skills of analysis, estimating, scheduling, execution and control with the "soft" skills of team dynamics, motivation, and conflict resolution.*

### Registration form for *Project Management for Litigators*

Select:  January 10, 2011 • Fairmont Hotel Macdonald • Edmonton  
 January 11, 2011 • Fairmont Palliser • Calgary

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Registration Fee** (includes breakfast, lunch, refreshment breaks and materials)

**Save 15% when you register by November 30, 2010!**

TAS Members \$495.00 + \$24.75 GST = \$519.75 (**Early Bird \$441.79 [GST incl.]**)

Non-members \$550.00 + \$27.50 GST = \$577.50 (**Early Bird \$490.88 [GST incl.]**)

#### Payment information

Cheque to The Advocates' Society for \$ \_\_\_\_\_ enclosed OR

Please charge \$ \_\_\_\_\_ to my VISA or Mastercard

Card #: \_\_\_\_\_

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To Register: Return this form with payment to Sharon Timlin, Program Coordinator, The Advocates' Society, Suite 1700, 480 University Ave., Toronto, ON M5G 1V2 Tel. 416.597.0243 Ext. 126 Fax. 416.597.1588 Email: [sharon@advocates.ca](mailto:sharon@advocates.ca). Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. Program content, speakers and location may change without notice. GST R#108070707