



Legal Education
Society of Alberta

Effective Legal Support



EXPLORE and develop strategies for getting (and staying) organized, efficiently prioritizing, using office technology more effectively, and for providing more meaningful support overall.

Your lifelong partner in continuing legal excellence



Legal Education
Society of Alberta

Dates & Locations

EDMONTON

January 17, 2017

Chateau Louis Hotel
& Conference Centre
11727 Kingsway NW

CALGARY

January 19, 2017

Glenmore Inn
& Convention Centre
2720 Glenmore Trail SE

9:00 AM–4:30 PM

Who Should Attend

This program is targeted to legal support staff from all practice areas. The content may also be of interest to lawyers or office managers who supervise or train support staff.

CHAIR

Michelle D. Millard, TEP
Felesky Flynn LLP
Edmonton, Alberta

FACULTY

Ross G McLeod QC
Practice Advisor
Law Society of Alberta
Edmonton, Alberta

Elizabeth Aspinall
Practice Advisor
Law Society of Alberta
Calgary, Alberta

Erica Banick
Office Administrator/Paralegal
Moody's Gartner Tax Law LLP
Edmonton, Alberta

Bev Boyden, APP
Litigation Paralegal
Walsh LLP
Calgary, Alberta

Bente Hallin, MBA
Edmonton Business Manager
Felesky Flynn LLP
Edmonton, Alberta

Kristine Jeffels
Lead Instructor
Legal Assistant Diploma Program
Bow Valley College
Calgary, Alberta

Aurora Lifeso
Legal Assistant
Felesky Flynn LLP
Edmonton, Alberta

Marvin Toy, JD, B.Com.
Tax and Estate Planning Consultant
Great-West Life/London Life



*This course will be available
as a seminar on demand.*



Effective Legal Support

Top-notch legal support staff make a tremendous difference to quality of work and life. Discover tips for providing more meaningful and effective legal support, and delve into strategies for utilizing the skills and talents of your legal support staff more efficiently.

Attend this program to:

- review duties that legal support staff perform;
- discuss the role of the legal assistant;
- review the Rules of the Law Society of Alberta as they affect legal support staff;
- discover how to use office technology more effectively; and
- uncover strategies, including best practices and other tips, for effectively prioritizing and diarizing.

Gain a better understanding of how to provide the best legal assistance and how to work with your legal assistant to maximize the efficiency of your practice.

*Effective legal support staff are key
to the success of a legal practice.*

Thank You

The success of our programs relies on the generous contributions of time, talent, and energy from all our volunteers. We greatly appreciate the work of our volunteers and their service to the profession.

EDMONTON | January 17, 2017
CALGARY | January 19, 2017

@lesaonline





Legal Education
Society of Alberta

Effective Legal Support

REGISTER ONLINE

Register online to reserve your spot in this program.

- 1 Visit **LESA.org**.
- 2 Enter the seminar code **62024** into the “Search our catalogue” field.
- 3 Add to your cart, **complete** your purchase, and **mark** your calendar.

MORE REGISTRATION OPTIONS

MAIL: 2610 - 10104 103 Avenue
Edmonton, Alberta T5J 0H8

PHONE: 780.420.1987

TOLL FREE IN AB: 1.800.282.3900

EMAIL: lesa@lesa.org

FAX: 780.425.0885

- EDMONTON** January 17, 2017
- CALGARY** January 19, 2017
- EARLY BIRD:** On or before December 13, 2016 \$355 + GST (Lunch is included.)
- REGULAR:** \$395 + GST (Lunch is included.)
- I am unable to attend this seminar, but please email me when the seminar on demand (materials and video recordings) is available.

**CHECK
ALL THAT
APPLY**

LESA offers a range of Access Bursaries on select programs.

- I live more than 125km (one way) driving distance (25% reduction in fees)*
- I live more than 250km (one way) driving distance (50% reduction in fees)*
- I am a law student or student-at-law (25% reduction in fees)

A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact the LESA office for details. *From nearest seminar site as set out in Appendix II of the Legal Aid Tariff. Remit fees where applicable.

NAME/NAME FOR TAG: _____

FIRM: _____

EMAIL/PHONE NUMBER: _____

DIETARY RESTRICTIONS/SPECIAL NEEDS: _____

VISA MASTERCARD CHEQUE

TOTAL ENCLOSED: _____

CARD NUMBER: _____

EXPIRY DATE: _____

CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times. **GUARANTEE:** We take pride in offering high quality programs. If this program does not meet your expectations, please contact us about our money back guarantee. **RECORDING:** This program is being audio/video recorded and will be retained by LESA for the purpose of providing legal education.

Please make cheques payable to the Legal Education Society of Alberta

LESA's Privacy Policy can be found online at LESA.org | GST REGISTRATION NUMBER: R122368533