



BEVERLY
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FREE CLE EVENT

Maximizing the Impact of Your Non-Attorney Staff While Remaining Compliant



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CLE Course Outline

Key Questions When it Comes to Scaling the Impact of Your Non-Attorney Staff

- How do I improve my ROI on payroll?
- How do you create the best environment to maximize the impact of your staff?
- How do I ensure I'm staying compliant as I implement these things?

Part 1: Improving Your Firm's Payroll ROI

- 3 types of hybrid staffing
- How can I safely manage hybrid staff in my law firm?

Part 2: Creating an Environment to Maximize Staff Impact

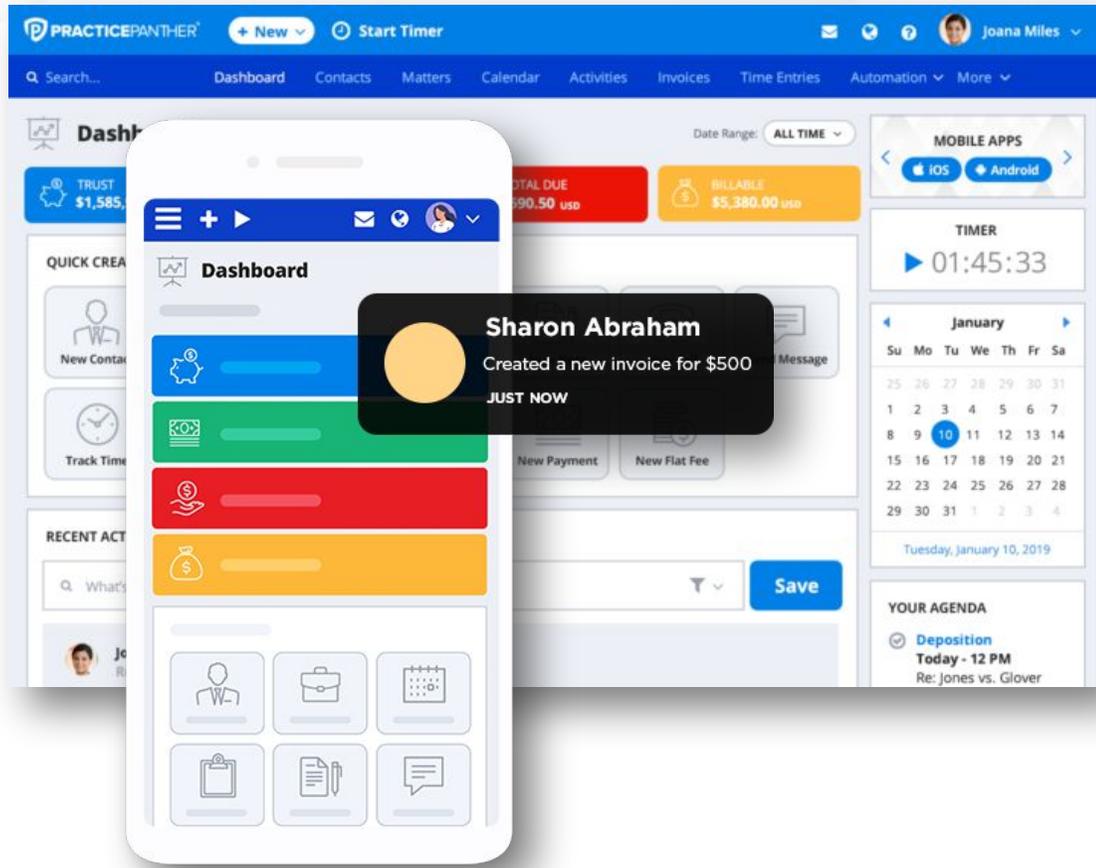
- Getting the most out of cloud-based law practice management software
- Three milestones of transitioning to cloud-based software:
 - Educating staff on new technology
 - Educating clients on the new process at your firm
 - Limiting downtime when integrating a new system

Part 3: Best Practices to Ensure Compliance Across Your Firm

- Your ethical duty and mitigating risk in a new legal landscape
- ABA Standing Committee on Ethics and cloud-based computing
- Maintaining digital file security at your law firm
- Bake security protocols in your hiring process

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