

Make Your Hybrid Workplace More Efficient: Briefings Bundle

5 webcast programs to keep your work and home offices in perfect synchronicity

Could your hybrid practice be more efficient? This curated bundle of eight hours of fast-paced webcast programming gives you a solid foundation in managing two office spaces simultaneously. Managing documents in different spaces and utilizing automation to improve the workflow are essential when you aren't in the office every day. Learning the tips and tricks to being comfortable during online meetings improves your client's confidence in you and the firm. Set aside just two hours each week to expand your skill set, and advance your practice with confidence.

Webcast Briefings

- **June 6 Part 1—Mastering Remote Productivity & Document Management Outside the Office (1 hour):** Organizing electronic documents; Naming files; Sharing files internally; Sharing documents with clients in a secure, encrypted and confidential manner; Using document and file editing tools
- **June 6 Part 2—Outwitting Smart Phone Privacy Pitfalls (1 hour):** What you have to share; Who you have to share it with; Controlling your phone; Improving your security
- **June 13—Become a Zoom Master (2 hours):** Gearheads: cameras, microphones, light; Zoom basics; Beyond virtual background and screen sharing
- **June 20—How to Automate Your Practice Using Free or Low Cost Tools (2 hours):** Basics of automation; What processes can and should be automated; What tools to use and how to implement them
- **June 27—AI in Your Practice – Document Automation Made Simple (2 hours):** The value of document assembly and common document assembly features; Creating and managing templates; Document assembly in practice

Unparalleled Expertise—Speakers

- **Top-notch Guidance—from the Best in the Practice**
- **Practical Insight You Can Trust**
- **Detailed Speaker Information at www.mcle.org**



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Dates & Location

Register at www.mcle.org

REBROADCAST

Tuesdays, June 6–27, 2023
10:00 am–12:00 noon
Program Number: 2230297RBC

REBROADCAST

Wednesdays, June 21–July 12, 2023
10:00 am–12:00 noon
Program Number: 2230297RB1

REBROADCAST

Thursdays, June 29–July 20, 2023
10:00 am–12:00 noon
Program Number: 2230297RB2

Tuition (includes written materials)

- \$145
- \$130 MCLE Sponsor Members
- \$72.50 New Lawyers admitted to law practice within 5 years, Pending Admittees, Law Students, and Paralegals
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To apply for a need-based scholarship, email scholarships@mcle.org.

Materials

The materials for this bundle are available online only and can be downloaded via the link emailed to you upon registration.

Also, there is no need to take extensive notes. All registrants have access to a verbatim transcript of each webcast in this bundle.

CLE Credits

Earn up to 8 CLE credits