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**Experienced Legal Assistants Seminar  
November 4-8, 2002  
Columbia, South Carolina**

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**Agenda**

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**Monday, November 4, 2002**

8:00 - 8:30 A.m.	<b>Registration</b>
8:30 - 9:00 A.m.	<b>Welcome and Administrative Remarks</b>
9:00 - 10:15 A.m.	<b>Customer Service: Making Yourself Indispensable</b>
10:15 - 10:40 A.m.	<b>Break</b>
10:40 - 12:00 P.m.	<b>Roundtable Discussion Groups: Making Yourself Indispensable</b>
12:00 - 1:30 P.m.	<b>Lunch</b>
1:30 - 3:00 P.m.	<b>Workshops (See Handout for Group Assignments and Locations.)</b>
3:00 - 3:30 P.m.	<b>Break</b>
3:30 - 5:00 P.m.	<b>Workshops (See Handout for Group Assignments And Locations)</b>
5:00 P.m.	<b>Recess</b>

**Tuesday, November 5, 2002**

8:30 - 8:40 A.m.	<b>Morning Introduction</b>
8:40 - 10:00 A.m.	<b>Automated Litigation Support</b>
10:00 - 10:30 A.m.	<b>Break</b>
10:30 - 11:30 A.m.	<b>Automated Litigation Support Continued</b>
11:30 - 11:45 A.m.	<b>Break</b>
11:45 - 12:15 P.m.	<b>Computer Research Tips</b>
12:15 - 1:30 P.m.	<b>Lunch</b>
1:30 - 3:00 P.m.	<b>Stress Management Skills</b>
3:00 - 3:30 P.m.	<b>Break</b>

3:30 - 4:30 P.m.                   **Time Management Skills**

4:30 P.m.                           **Recess**

5:30 - 6:30 P.m.                   **Reception**

**Wednesday, November 6, 2002**

8:30 - 9:30 A.m.                   **Cite-checking Skills**

9:30 - 9:45 A.m.                   **Break**

9:45 - 10:45 A.m.                   **Group A: Westlaw Workshop (Computer Lab)**

10:45 - 11:00 A.m.                   **Break**

11:00 - 12:15 P.m.                   **Group B: Westlaw Workshop (Computer Lab)**

12:15 - 1:30 P.m.                   **Lunch**

1:30 - 3:00 P.m.                   **Cite-checking Skills (Continued)**

3:00 - 3:30 P.m.                   **Break**

3:30 - 5:00 P.m.                   **Correct and Effective Writing**

5:00 P.m.                           **Recess**

**Thursday, November 7, 2002**

8:30 - 10:00 A.m.                   **Administrative and Personnel Issues**

10:00 - 10:30 A.m.                   **Break**

10:30 - 12:00 P.m.                   **Administrative and Personnel Issues (Continued)**

12:00 - 1:30 P.m.                   **Lunch**

1:30 - 3:00 P.m.                   **Victim-witness Issues for Legal Assistants**

3:00 - 3:30 P.m.                   **Break**

3:30 - 5:00 P.m.                   **Ethics Issues for Legal Assistants**

5:00 P.m.                           **Recess**

**Friday, November 8, 2002**

8:30 - 9:45 A.m.	<b>Making Your Communication Style Work for You</b>
9:45 - 10:05 A.m.	<b>Break</b>
10:05 - 11:15 A.m.	<b>Making Your Communication Style Work for You (Continued)</b>
11:15 A.m.	<b>Evaluations and Adjournment</b>