

Association of Legal Administrators

Taking the Reins

Transitioning to proactive legal administrative work

Presenters



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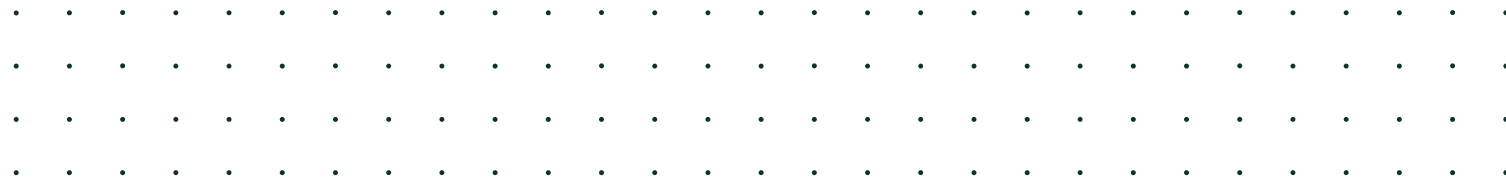
Proactive vs. Reactive

Proactive Work

- Anticipate and eliminate issues before they occur
- Requires awareness and mastery of your role and responsibility

Reactive Work

- Respond to issues after they've occurred



Collaborate

Collaborative Impacts



Legal Administrators are required to work on a multiplicity of projects, with many groups inside their organization and with a variety of outside parties.

- Clients
- Colleagues
- Marketing
- IT
- Vendors
- Opposing Counsel



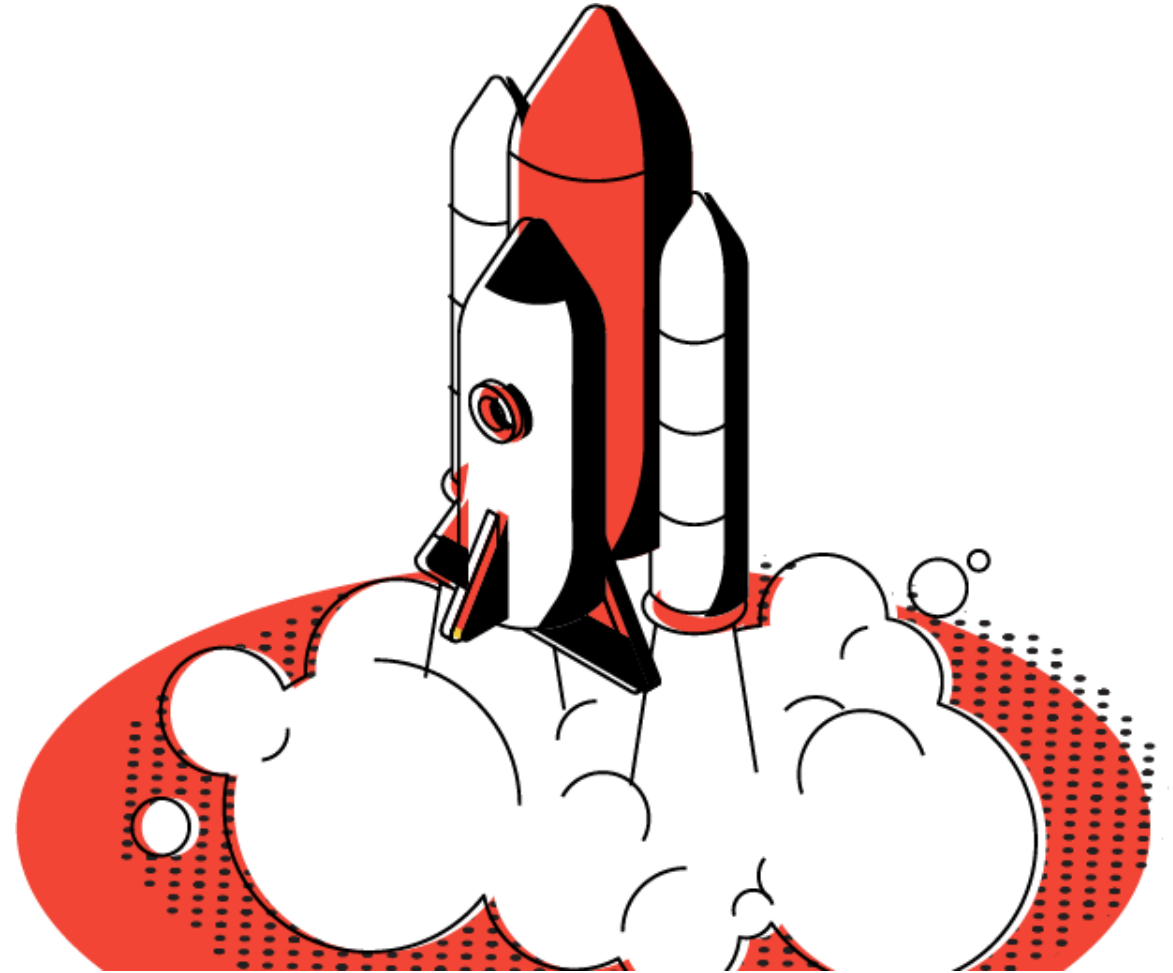
Coverage

Keeping resources aligned.

With many stakeholders
come many calendars.

Oversight

A central function for contemporary legal administrators is the oversight and management of a variety of functions, especially timely task completion and deadline management.



Clarity



Reporting

You can't manage what you can't see...

Visibility is a key component in understanding what your team is doing and what you need to do next.



Communication Tracking

In 2021, Legal Administrators need to consolidate and centralize communication across a variety of platforms.

- Email
- Instant Message
- Texting
- Fax for Legal
- Documents



Contact Management

How CRM ties it all together...

Centralization of Data

If you want to swim in the waters with legal administrators, you need a data lake to train.

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