

Event Title:

Contract Management for Paralegals in a Nutshell

Event Date and Time:

April 09, 2024 -- 01:00 PM EDT - 02:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

1:00 - 2:00, Marquette J. Bryan

- I. Key Contract Management Tasks and Tools
- II. Contract Drafting: Organizing Sample Provisions
- III. Contract Review and Smart Uses of AI
- IV. Setting Document Access and Editing Rights
- V. Managing Electronic Signatures
- VI. Monitoring Deadlines and Workflow Automation
- VII. Cybersecurity and Compliance

Event Description:

Contract management is a critical aspect of legal practice, and paralegals play a vital role in this area. This course outlines key tasks, tools, and proficiencies that will help paralegals keep a tight grip on document templates, storage and access options, data security, e-signature management, and more. Come away with tools to streamline processes, enhance collaboration, and ensure compliance. Work smarter - register today!

- Find best ways to document and communicate changes and amendments.
- Monitor deadlines such as renewal dates, termination clauses, performance milestones, and more.
- Improve contract review processes with smart use of artificial intelligence.
- Understand and maintain data security related to contracts and business transactions.

Who Should Attend:

This **intermediate level course** is designed to give paralegals the knowledge they need to manage contracts more effectively. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

[Marquette J. Bryan](#) is a partner with Nelson Mullins Riley & Scarborough LLP, where she

concentrates her practice in the areas of labor and employment law counseling and litigation, commercial litigation, investigations, and education law. Ms. Bryan has represented clients before the district courts of Georgia, the Eleventh Circuit, the Equal Employment Opportunity Commission, the state courts of Georgia and other administrative hearing bodies, including the State Board of Education. She monitors legal trends that may impact clients' businesses, and assists them in implementing proactive measures in anticipation of those trends. Ms. Bryan earned her B.A. degree in sociology and religion from Emory University and her J.D. degree, cum laude, from Cleveland-Marshall College of Law. She is admitted to practice in Georgia, Supreme Court of the United States, U.S. District Court for the Northern and Middle districts of Georgia and the U.S. Court of Appeals for the Eleventh Circuit.