

Event Title:

Paralegal Power Skills: Productivity and Communication

Event Date and Time:

May 23, 2024 -- 02:00 PM EDT - 05:15 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **Getting the Most Out of Everyday Technology**
2:00 - 2:45, Kimberly A. Jackson
 - A. Top 10 Microsoft Word Tips and Tricks for Paralegals
 - B. Managing Shared Calendars and Deadlines in Outlook
 - C. Expert Tips for Form and File Management
 - D. Research Techniques for Google Search and Scholar
- II. **Eliminating Distractions and Structuring Your Workday**
2:45 - 3:30, Kimberly A. Jackson
- III. **Secrets of Highly Effective Communicators**
3:45 - 4:30, Kimberly A. Jackson
 - A. Timing and Diligence
 - B. Form of Communication
 - C. Drafting Clear, Concise, and Professional Emails
 - D. Phone and Voicemail Etiquette
 - E. Top Tips for Making Clients Happy
- IV. **Applying Project Management Principles to Your Daily Work**
4:30 - 5:15, Kimberly A. Jackson

Event Description:

Successful paralegals know that brute force is not the solution to heavy workloads and tight deadlines. You must work smart to succeed under pressure, by developing repeatable techniques that reduce the burden of everyday tasks and responsibilities. This program is designed to help you build the critical power skills you need to excel as a paralegal - register today!

- Learn how to get the most out of everyday technology, including MS Word, Outlook, and Google Search.
- Get actionable advice for eliminating top time wasters from your workday.
- Discover techniques used by highly effective legal communicators.
- Learn how to start thinking like a project manager.

**Any mention of specific products in this program is intended as part of a general overview and does not constitute IPE's endorsement or recommendation of any specific product or provider. This program is not sponsored by any technology or electronics provider.*

Who Should Attend:

This **intermediate level course** is designed to provide attendees with tips and tricks for enhancing their productivity and communication skills. Those who should attend include:

- Paralegals
- Legal Assistants
- Legal Support Staff

Event Bio:

Kimberly A. Jackson is with The Robilee, Staffred & Emile Group located in Golden, Colorado. She has worked with both environmental organizations and oil and gas operators on issues of land use, regulatory compliance, ownership rights (surface, mineral, and royalty), conservation easements, air quality regulations, NEPA compliance, and public health and safety issues as they apply to populations impacted by mineral extraction. Ms. Jackson is a licensed nurse, earning her PN certification from the Community College of Denver, her B.A. degree from the University of Colorado, and both her J.D. and LL.M. degrees from the University of Denver Sturm College of Law. She is currently licensed in both New Mexico and North Dakota.