



# LPI

*Educating California's  
Legal Support Professionals*

PRESENTED BY:



## December Webinars

**DECEMBER 15**

**12:00-1:00 PM**

**MAXIMIZING EFFICIENCY  
IN THE WORKPLACE**

MEMBER NON-MEMBER

\$25  \$45

**DEADLINE TO REGISTER DECEMBER 13**

**DECEMBER 30**

**12:00-1:00 PM**

**FORMATTING PLEADINGS AND DISCOVERY**

MEMBER NON-MEMBER

\$25  \$45

**DEADLINE TO REGISTER DECEMBER 28**

CERTIFICATE REQUESTED:

\_\_\_ CCLS

**MCLE/CLE CREDIT NOT AVAILABLE FOR THESE WEBINARS**

**Online Registration and Payment  
(via check or credit card)**

**Available at:**

**<https://www.legalprofessionalsinc.org/events/>**

**For group registration, please email**

**Cyndee Saucedo, CCLS at**

**[lptchair@legalprofessionalsinc.org](mailto:lptchair@legalprofessionalsinc.org)**

**NO CANCELLATIONS OR REFUNDS  
ARE PROVIDED AFTER THE WEBINAR; HOWEVER, SHOULD A  
CANCELLATION OCCUR AT LEAST 48 HOURS BEFORE THE  
LIVE WEBINAR, LPI WILL ISSUE A FULL REFUND.**

## LIST OF EVENTS

**DECEMBER 15**

**12:00-1:00 PM**

**Maximizing Efficiency  
in the Workplace**

Working in a law firm is stressful enough having to meet deadlines on a daily basis. Our jobs can become overwhelming when we encounter difficult situations and people that add to the stress. This webinar will provide you with advice when working with demanding attorneys, clients, difficult co-workers and will teach you how to avoid workplace pitfalls and develop good working relationships and skills to maximize efficiency in the office.

**DECEMBER 30**

**12:00-1:00 PM**

**Formatting Pleadings  
and Discovery**

Our work product is a reflection of our knowledge, skills and work ethic. This one-hour webinar will provide you with the tools to properly format pleadings and discovery that will give you, your attorney, and your firm the image of professionalism and excellence.

**NEXTGEN IS AN AFFILIATE OF LEGAL PROFESSIONALS, INCORPORATED, AN APPROVED PROVIDER, AND CERTIFIES THAT THIS ACTIVITY IS APPROVED FOR 1.0 HOURS OF CCLS CREDIT.**