

CLMSM
CERTIFIED LEGAL MANAGER WORKSHOP
ALA - HOUSTON CHAPTER

TUESDAY EVENINGS
5:30PM-8:00PM
AUGUST 30 – OCTOBER 11, 2016

A SIX WEEK WORKSHOP TO AID YOUR STUDY FOR CLM CERTIFICATION
OR TO MAINTAIN YOUR CERTIFICATION

EXAM DATE: FRIDAY, NOVEMBER 4, 2016
PEARSON VUE TESTING SITE (3 LOCATIONS IN HOUSTON)

Deadline for qualifying to take the Exam –September 1, 2016
CLM Information - www.alanet.org

Qualifying courses were offered at ALA Conferences as well as in the
Houston Chapter ALA Educational Programs



**ASSOCIATION OF LEGAL ADMINISTRATORS - HOUSTON CHAPTER
CERTIFIED LEGAL MANAGER STUDY GROUP 2016
REGISTRATION FORM**

NAME _____

TITLE _____

FIRM _____

ADDRESS _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

NOTE: REGISTRATION IS \$250.00. PLEASE SEND THE REGISTRATION FORM AND YOUR CHECK MADE PAYABLE TO THE ASSOCIATION OF LEGAL ADMINISTRATORS - HOUSTON CHAPTER BY THURSDAY, AUGUST 25TH TO:

**WENDY CRANE, CHAPTER MANAGER
7819 NORTH DOMINION FALLS LANE
HUMBLE, TX 77396**

All sessions will be Tuesday evenings from 5:30 p.m. - 8:00 p.m. Barbara Brill has graciously agreed to host the classes at her office. Her firm is Paul Hastings, LLP and is located in Chase Tower, 600 Travis St., 58th Floor. Group participants can park in the Chase Tower garage at 601 Travis and parking will be validated. Dinner will be served and classes will begin promptly at 5:30 p.m.

The classes are presented by the Houston Chapter of ALA as an aid to study for the certification exam. Registration is open to all ALA members, whether or not you plan to take the exam. These courses also qualify for CLM recertification credit.

If you have questions, please contact Heather McConnell. Phone 713-917-0888;
Email: hmcconnell@leggefarrow.com.



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August 30	HR Management Federal Employment Laws, Federal Benefit Laws	Larry Stuart, Esq. Stuart & Associates, P.C.
September 6	No Class	
September 13	HR Management Performance Management, Compensation and Organizational Development	Sue Robinson, SPHR Human Resources Manager Baker Botts L.L.P.
September 20	Technology Management Web-based Technology, Hardware & Software, Practice Support Systems, Document Assembly and Management Systems, Electronic Privacy Issues	David Silverman , Director of Information Technologies Johnson, Trent, West and Taylor, P.C.
	Disaster Planning and Recovery	David Silverman , Director of Information Technologies Johnson, Trent, West and Taylor, P.C.
	General Business Management Laws & Regulations; Planning Techniques (Strategic, Disaster); Workplace Health Issues	Scott West , CEO Pathfinder/ LL&D Insurance Group, LLC
September 27	Financial Management General Accounting	LaPorte CPAs (speaker TBD)
October 4	Financial Management Information and Analysis	LaPorte CPAs (speaker TBD)
October 11	Operations Management Space Assessment & Design, Lease/Contract Agreements, Knowledge of Project Management	Marilyn Archer , Principal Gensler

****Since we have Richard Schwartz leading a presentation on ethics at our August 16th luncheon, we will not have a separate ethics class as part of the CLM study group this year. Please make plans to attend that luncheon if you need ethics credit or you are planning to sit for the CLM exam.****

