

**Wisconsin Association of Legal Administrators
Annual Conference of Education
November 12, 2009**

If you are considering taking the Certified Legal Manager (CLM)SM Exam within the next 24 months, the following sessions will qualify toward the General Education Requirements of the CLMSM Application.

All initial CLM applicants and Functional Specialists must provide evidence of having completed, over the 24 months preceding the date of application, 15 hours of course work distributed in areas other than the field in which the functional specialist is primarily employed. These areas include financial management; human resources management; legal industry; marketing; and office operations management, which includes information systems management.

Recertification requires evidence of having completed a total of 36 hours of course work during the prior three years including a minimum of three (3) hours in **each** of the following categories: communication and general management; financial management; human resources management; office operations management; and legal industry.

Date	Time	Title	Speaker	Minutes	Content Area	Recertification/Specialist Category
11/12/09	8:15 – 9:00	Motivating the Firm in a Down Economy	Michael Cohen	75	*Interpersonal Relations	Communication and General Management
11/12/09	9:45 – 10:45	H/R How to Refreshers	Matt Duffy	60	*Communication Skills	Human Resources Management
11/12/09	1:45 – 2:45	Law Firm Budgeting	Steven Wingert, CLM	60	**Financial Management	Financial Management
11/12/09	1:45 – 2:45	Excellent Techniques – Advanced Tips and Tools for Using Spreadsheet Applications	Ivan Hemmans	60	*Information Technology	Business Management
11/12/09	1:45 – 2:45	E-Discovery, How it Affects Doc Management	Bruce Olson	60	*Communications and General Management	Operations Management
11/12/09	3:00 – 4:15	Harassment Prevention and Correction	Michael Cohen	75	*Organizational Development	Legal Industry/Business Management

*Qualifies for educational course work credit for the initial CLM applicant.

**Qualified for educational course work credit under Self Management for the initial CLM applicant.