Professional Skills Building Series

Enhance your organization's effectiveness and improve efficiency — provide your employees access to LSNTAP's Professional Skills Building Series!

Benefits to Unlimited Membership Package:

- Send as many employees you want to a single training event
- Give opportunities for new employees to attend several successive trainings

LSNTAP's **Professional Skills Building Series** addresses the skills you need most. It offers managers, advocates, and staff an opportunity to hone skills in a variety of software so that they can become more efficient and effective in their daily activities. Trainings will focus on 1—3 concepts in shorter 45 minute sessions. The new series will focus on essential skills with an eye towards what is needed most by the community—including favorites like MS Word and Excel and adding in to the mix Google Apps, MS PowerPoint, and Litigation Technology. We hope you take advantage of this special series.

2010 Highlights

- Join us for Workshops on Fridays to learn how to make effective use of Microsoft Products and Google Applications!

- Over 150 trainings are scheduled for the year — that's more than 5x as many offering as 2009!

- MS Word Trainings will be held on the 1st and 3rd Wednesdays each month AND they'll be held twice a day to meet the needs of all U.S. time zones!

- Trainings on Litigation Technology, Excel, Outlook, and PowerPoint will be available on rotating months!

FREE!

Join us for our Community Training Series featuring best practices and technology showcases!

Please contact Rachel Medina for sign up information:
E-mail: rachel@lsntap.org

Pricing—Buy the package and distribute the "seats" to your staff to attend any training.

Watch for special early bird promotions on lsntap.org

No. of Seats	Package Cost	The more you buy the more you save!
1	$40	Standard Price
5	$180	10% OFF
15	$480	20% OFF
30	$720	40% OFF
100	$1600	60% OFF
Unlimited!	$2499	

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2010 Training Schedule

Sessions held on Wednesdays are held at 12pm and 2pm Eastern. Tuesday and Friday sessions are held at 12pm Eastern only.

"Word Wednesdays"

January
- 6th **WordPerfect to Word: Getting the Basics Down — Fonts, Tabs, Paste Special, Find/Replace, and More**
- 20th **Pesky Paragraphs: Tips & Tricks for Formatting Paragraphs in Word — Spacing, Alignment, Numbering, Bullets, Shading and Borders**

February
- 3rd **Get Control of Your Docs!—Inspect, Redact, Encrypt, Watermarks, and, Viewing, Printing & Saving Options**
- 17th **Conquering Complex Documents in Word 2007 — Headers, Footers, and section or page breaks will be covered**

March
- 3rd **All About Word Styles: How to Use Them, Create Your Own, and Save Them to a Template**
- 17th **Set Up Your Own Pleading Template Using Styles**

April
- 7th **Table of Contents: It's a Matter of Style!**
- 21st **Tables of Authorities: Easier Than You Think!**

May
- 5th **Enhance Reports with Tables & Charts**
- 19th **Custom Graphics & Exhibits**

June
- 3rd **Document Collaboration—Track Changes, Comments, Proofing Tools, and Compare Documents**
- 17th **Envelopes, Labels, and Mail Merge**
- **......**

Excel, PowerPoint, Outlook, and Litigation Technology

January
- 27th **Excel Formatting: The Basics**

February
- 10th **Start with a Bang! Critical PowerPoint Basics**
- 24th **Step-Up Your Spreadsheet Formatting**

March
- 10th **E-Mail Management & Calendaring Tips & Tricks**
- 24th **Use of PowerPoint in Trial**

April
- 14th **Working with Excel Formulas — Part I**
- 28th **Working with Excel Formulas — Part II**

Suggested Series for New Advocates
- Conquering Complex Documents
- All About Word Styles
- Set Up Your Own Pleading Template
- Use of PowerPoint in Trial

Community Training Series
This series is FREE. Invite your entire staff to join!

Website Accessibility for the Legal Aid Community
Date: January 8th

Legal Meetings: Recording & Editing
Date: February 9th

Get Back on Track: The Best Time Management Tips
Date: TBA

Managing the Remote Worker
Date: TBA

Creative Uses of A2J Author
Date: TBA

"CMS Vendor Series"
Legal Server: Feb. 5th
Legal Files: Feb. 19th

Additional vendors TBA.

"WORKSHOP FRIDAYS"
Assistance with Microsoft Products and Google Applications will be provided through the workshops.

Every Friday at Noon Eastern
(9am Pacific / 10am Mountain / 11am Central)

Buy an Unlimited Package and receive FREE Attendance!

Help Desk Chat M—F 10am—3pm PT

help — Have a question about implementing or troubleshooting your own technical projects? Ask NTAP's Help Desk

Please visit www.lsntap.org/training2010 for more information!

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Do You Have Questions About Legal Aid Technology?

NTAP Help Desk is online

The Help Desk real time chat offers on-demand assistance with a technology used in the legal aid office.

Help is Available for:
- Statewide Websites
- Web 2.0 Tools
- Multimedia Projects
- GIS Mapping
- Poverty Law Survey Tool
- Online Project Management Systems

Mon. to Fri. 10am– 3pm Pacific
www.lsntap.org/helpdeskchat

Check out
NTAP's National Tech Report
for Reviews of Products & Services in the
Legal Aid Community!

The National Tech Report has 30 product categories with dozens of items used in legal aid offices. See how others rated these products and rate and comment yourself.

techreport.lsntap.org

- Product Ratings
- Product Reviews
- Program Tech Data

National Legal Aid Technology Report

Assessing Case Management Systems?

The *New* CMS Report has
- Overall Rating
- Ease of use
- Reporting
- Customization
- Vendor support

Average:
★★★☆☆
Average: 2.8 (4 votes)

Your rating:
★★★☆☆
Your rating: 3

Find the CMS report on our website at
www.lsntap.org

Lsntap.org

- NTAP's New 2010 Training Schedule
- LegalMeetings
- Technology Report
- CMS Report
- Help Desk
- Tech Library
- Blogs

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LegalMeetings® Web Conferencing

Enhance your organization's communications systems while saving time and money with LegalMeetings!

Benefits to using LegalMeetings

- Eliminate the cost of travel for meetings.

- Connect with your colleagues at a moment's notice.

- Conduct critical meetings and solve problems without delay.

- Offer in-person technical assistance across large distances.

For sign up information, technical assistance, and program support:
Email:
info@lsntap.org
or call
310.776.7576

LegalMeetings™ is web conferencing for the poverty law community. NTAP has negotiated a nonprofit, public interest rate for web conferencing accounts with Citrix(tm) to offer GoToMeeting and GoToWebinar to courts, legal aid programs and their partners. LegalMeetings Web Conferencing features the ability to host, start, and schedule an online meeting or training (webinar), along with many training features and functionality, such as: online polling, document annotation, document or application sharing, meeting chat, and meeting recording.

2008 Project Highlights

- The 86 Participating LegalMeetings organizations conducted 5,238 GoToMeetings!

- 2008 participants averaged a return on license fee investment economic benefit of $10,203.70 per license!

- GoToMeeting and GoToWebinar now feature integrated voice over internet protocol (VoIP) robust audio functionality!

- 91% of those surveyed rate the impact of LegalMeetings on cost savings as excellent or good!

⁂ LegalMeetings