



# Legal Process Improvement Training and Certification

Leading to the certification of Legal Process Improvement Professional (LPIP)

Course Leader: Antony Smith

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## Course Takeaways: Next Steps For You?

**1 Key learning points for you**

Three orange sticky notes, three green sticky notes, three purple sticky notes, and three white sticky notes are arranged in a grid for note-taking.

**2 What things are you going to apply first?**

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**3 What outcomes do you want for you and your colleagues?**

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## INTRODUCTION

This is a two-day course, after which students may apply to become Legal Process Improvement Professionals (LPIPs), certified by the International Institute of Legal Project Management (IILPM).

Research shows that practising skills is the most effective way to learn and apply new knowledge. Hence during the course students are taken through facilitated workshops and exercises.

Students particularly enjoy the workshops and exercises, not least because they provide a great opportunity for interacting with, and learning from, other students who are often engaged in different roles in the legal services industry.

For the workshops and exercises we use Miro, the online collaboration platform. Miro is easy and intuitive to use although I also provide a short (less than 5 minutes) video about how to use Miro before each course.

### Course Content

1. Introduction to Legal Process Improvement
2. Make an effective start – how to run process improvement workshops which deliver immediate results
3. Introduction to legal process improvement methods
4. Planning legal process improvement projects
5. Winning over stakeholders
6. Process Mapping: why, when and how to use process maps of various kinds
7. A structured approach to solution development
8. How to implement change successfully in legal service environments.

## Course Deliverables

1. Written notes covering all topics referred to in each module.
2. Practical workshops and exercises to help students understand key concepts and develop their legal process improvement skills.
3. Full access to the course Miro Board with copies of all course work done in Miro sent to students after the course.
4. A further reading list.
5. Invitations to monthly alumni meet-ups where we discuss topics of interest concerning legal project management and legal process improvement.

## Timings

My two-day public training courses normally run on Thursdays and Fridays and training hours are normally 09:00 – 16:00 GMT, but please check my website and any emails you may receive from me for any variations.

For further information please contact me, **Antony Smith**.

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I am a solicitor by training with post-graduate level qualifications in law, project management and computing.

I am also:

- A Legal Project Practitioner (LPP) and Fellow of the International Institute of Legal Project Management (FIILPM).
- A full member of the Association for Project Management (APM), and the Project Management Institute (PMI).
- Prince II qualified (Practitioner level).

I have enjoyed project-based roles at Pinsent Masons, The School of Law Kings College London, Berrymans Lace Mawer and Axxia / LexisNexis, where I spent just over 10 years in the role of Strategic Project Manager.

I started my commercial career during the first wave of legal Artificial Intelligence as a legal expert system developer. I have since successfully managed project support for complex international commercial disputes, using computers in courtrooms and implementing practice management and workflow systems in a wide range of law firms. I have been called a 'completion expert' and during my career I have implemented many legal support projects which have been innovative and strategically important to the sponsoring organisation.

I now enjoy devising and delivering legal project management and legal process improvement training courses. Most people attending my courses do so because their colleagues have recommended them, and this is something of which I am proud. I stay connected with all my course graduates, and over the years some have become friends and colleagues – and I hope you will too!