

# Make Your Hybrid Workplace More Efficient: Briefings Bundle

*5 webcast programs to keep your work and home offices in perfect synchronicity*

Could your hybrid practice be more efficient? This curated bundle of eight hours of information-packed webcast programming gives you a solid foundation in managing two office spaces simultaneously. Managing documents in different spaces and utilizing automation to improve workflow are essential when you aren't in the office every day. Learning the tips and tricks to being comfortable during online meetings improves your client's confidence in you and the firm. Expand your skill set, and advance your practice with confidence.

## Webcast Briefings

- **Mastering Remote Productivity & Document Management Outside the Office:** Organizing electronic documents; Naming files; Sharing files internally; Sharing documents with clients in a secure, encrypted and confidential manner; Using document and file editing tools
- **Outwitting Smart Phone Privacy Pitfalls:** What you have to share; Who you have to share it with; Controlling your phone; Improving your security
- **Become a Zoom Master:** Gearheads: cameras, microphones, light; Zoom basics; Beyond virtual backgrounds and screen sharing
- **How to Automate Your Practice Using Free or Low Cost Tools:** Basics of automation; What processes can and should be automated; What tools to use and how to implement them
- **AI in Your Practice—Document Automation Made Simple:** The value of document assembly and common document assembly features; Creating and managing templates; Document assembly in practice

## Unparalleled Expertise—Speakers

- **Top-notch Guidance—from the Best in the Practice**
- **Practical Insight You Can Trust**

## Dates & Location

Register at [www.mcle.org](http://www.mcle.org)

### LIVE WEBCAST

Tuesday, July 9, &  
Wednesday, July 10, 2024  
10:00 am–3:00 pm  
Program # 2240203RB1

### REBROADCAST

Wednesday, July 24, &  
Thursday, July 25, 2024  
10:00 am–3:00 pm  
Program # 2240203RB2

### REBROADCAST

Thursday, August 1, &  
Friday, August 2, 2024  
10:00 am–3:00 pm  
Program # 2240203RBC

## Tuition *(includes written materials)*

- \$145
- \$130.50 MCLE Members
- \$72.50 New Lawyers admitted to law practice within 5 years, Pending Admittees, Law Students, and Paralegals
- **FREE** for MCLE OnlinePass Subscribers

To apply for a need-based scholarship, email [scholarships@mcle.org](mailto:scholarships@mcle.org).

## Materials

- E-materials link, transcript & videorecordings emailed upon registration

## CLE Credits

Earn up to 8 CLE credits



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