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Operations Manual Template For Law Office

Howard I. Hatoff, Robert C. Wert



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Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou, 2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently This second edition features new chapters on topics such as the family and medical leave act Internet use and more The diskette contains the text in WordPerfect 6 x and ASCII formats **Effective Knowledge Management for Law Firms** Matthew Parsons, 2004-07-01 While there is significant interest in knowledge management as it applies to legal environments there are very few books specifically focused on this topic In *Effective Knowledge Management For Law Firms* Matthew Parsons expertly fills this gap by drawing on his work with a leading commercial law firm Mallesons Stephen Jaques He examines how law firms can implement a knowledge strategy to support their business strategy rather than getting beguiled by fads and technology Parsons first outlines the terrain including what knowledge management means the business and economics of law firms and how lawyers work as knowledge workers He then introduces a methodology for creating and implementing law firm knowledge strategy which combines for the first time the interrelated aspects of recruiting training research document production information management and digital knowledge strategy Parsons goes beyond theories to provide detailed practical help for the analysis implementation and measurement of performance increasing initiatives This book will be an invaluable resource for all those involved with the management and leadership of law firms and knowledge management initiatives *The Software*

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