



Training Lawyers @ The Horizons of Technology



Course	Hrs*	Audience	Topics	Unique Features
Litigation Lawyers				
Preparing Preservation Instructions for Electronically Stored Information (ESI)	4.0	Litigators, Litigation Support	Risks in Existing Corporate Information Management Practices Improper and Proper Preservation Instructions Setting and Finding Traps for the Unwary	Model Client Interview /Sample Letters “Hot Questions” on Preservation Practices Interaction Strategies for Clients/Adverse Counsel
Interviewing a Computer	3.0	Litigators, Litigation Support	The Computer as Witness—What The Courts Allow Logs, Metadata and Backups Computer Forensics—Strategies and Defenses	Model Technology Diagram for Client Interviews Critical Questions To Ask Every Computer Sample Deposition Notices and Questions
Evaluating Records Hold Programs	4.0	Litigators	Published Standards and Emerging Best Practices Improper and Negligent Records Hold Practices Information Security and Authenticity	Model Workflow and Specifications for Defensible Records Hold Programs Model Client Interview
Preparing for ESI Custodian Depositions under Rule 30(b)(6)	4.0	Litigators, Litigation Support	Records Custodian Duties, Roles and Practices Digital Records Management Technologies Chain of Custody Controls and Vulnerabilities	Critical Risks and Vulnerabilities Checklist “Hot Questions” on ESI Authentication Model Deposition Notice
Calculating the Costs of Finding Information	2.0	Litigators	Management Accounting Practices Emerging Search Technologies	Model Spreadsheet for Cost Calculations Negotiation Tips on E-Discovery Vendors

* Course length and content are flexible. Longer sessions include optional hands-on workshop exercises and team collaborations. Full course descriptions (learning objectives, agendas, table of contents) available upon request.

Contact: Jeffrey Ritter (jeffrey@wec-llc.com)
1+202.285.7385



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Senior Lawyers/Management				
E-Discovery Strategies: A Management Primer	1.5	Partners; Litigation Directors	Economics of Electronic Discovery E-Discovery's Impact on Client Resources Calculating Settlement Values in a Digital World E-Discovery and Malpractice Coverage	Focus on Business Impact, not Technology Confidential Dialogue Checklist for Client Assessments Firm Capabilities Assessment Outline
Evaluating Outside Law Firms: Competing for Client Revenue	1.5	Partners; Litigation Directors	Using Technology to Improve Client Loyalty Critical Competitive Strategies for IT Making Build-or-Buy Decisions	Sample RFI Questions and Answers Scoring Templates for Selected Services Confidential Dialogue
Summer Associates/First Year				
Practicing Law in a Digital World	1.5	Summer Associates	Using Remote and Mobile Computing Do's and Don'ts of Wikis, Blogs and Social Networking Inside a Law Firm Adding "Digital" Value to Client Projects	Dynamic Interactive Exercises Tips for Spotting Digital Legal Issues Top Ten Ethical Cautions
Discovering the Legal Value of Electronic Information	3.0	Summer Associates; First Year	A Global View of the Emerging Law of Digital Information Adding "Digital" Value to Client Projects Key Strategies Across All Practice Disciplines	Dynamic Interactive Exercises Critical Risks and Vulnerabilities Checklist Tips for Spotting Digital Legal Issues

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