

Office Management Paralegals Edition College

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this book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

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this guide is a practical resource for those firms that want to provide better client service

and at the same time improve the working environment for both lawyers and staff it provides strategies to change the climate of the law firm boost morale and effectively and efficiently manage the firm issues discussed range from leadership and partnership issues to the basics of running the office includes a companion cd rom with more than 25 model forms agreements worksheets questionnaires policy forms and more

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this is the ideal reference for legal secretaries legal assistants and law office managers

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a budget the course examines the management of organizations that deliver legal services the lawyer as a manager of legal work and the application of management skills in the professional setting because more professional error is caused by administrative mistakes than by lack of substantive legal knowledge practice management skills are fundamental to competent lawyering

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