

---

◆ ◆ ◆

### INSPIRE - ENGAGE - DEVELOP - SUPPORT

**Prices are subject to services required. Hourly rate commences at \$65 per hour plus GST. Weekly rates and packages and discounts available. Free consultations!**

#### **INSPIRE - General Office Management Services**

- Oversee daily office operations to ensure efficiency and productivity
- Manage and/or coordinate office supplies, equipment, facilities, vendor relationships
- Coordinate maintenance and repairs for office facilities and equipment
- Review office service contracts for cost effectiveness
- Plan and organize firm events and meetings

#### **ENGAGE - Employee Relations**

- Recruitment & on-boarding
- Retention, engagement and training
- Life coaching and empathetic listening
- Terminations
- Workforce position management
- Managing employee long term leaves and workers compensation files

#### **DEVELOP - Engineering Office Ecosystems**

- Build, update, implement office procedures and protocols - your ecosystem
- Build, update, implement business continuity plans and OH&S assessments
- Legal practice workflow management (lawyer to admin staff)
- Identifying and implementing administrative process improvements
- Monitoring and measuring team productivity, optimal production, goal achievement and performance planning
- Identifying individual skill gaps and training needs with a view to motivating and engaging staff
- Ensure overall quality and consistency of services provided to lawyers, practitioners and managers
- Technology analysis for best practice for efficiency and effectiveness
- Technology implementations and training
- Create/design/reformat internal manuals, forms and documents (technical and non-technical)

#### **SUPPORT - Financial administration**

- Managing and preparing budgets and reporting
- Handle accounts payable and receivable, including invoicing and expense tracking
- Billing Queries, billing review and follow on billing items
- Maintain records of office expenses
- Tracking and compliance of lawyer requirements with the Law Society of Alberta
- Managing staff allocation budgets, overtime budgets and leave requirements