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## Legal Technology Seminars

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☐ Optimize Your Office with Workflows  
and AI-Built Templates 26CR-2171

☐ Mastering Word Styles and  
Cloud Security for Lawyers 26CR-2175

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☐ **\$195** General

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☐ **\$95** New Lawyer (Not yet reached 4th  
anniversary date of MI Bar admission)

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LIVESTREAMS 02/10/26

# Legal Technology Seminars

## TWO HALF-DAY SEMINARS

- Optimize Your Office with Workflows and AI-Built Templates
- Mastering Word Styles and Cloud Security for Lawyers



### Speaker

Barron K. Henley  
Affinity Consulting Group  
Columbus, OH

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Michigan State University College of Law

# Join Barron via Zoom for Two Half-Day Seminars

## Optimize Your Office with Workflows and AI-Built Templates

2/10/26 | Livestream | 9:00am-12:15pm  
On-Demand Seminar Available 03/03/26

CLE: 3 | MCJE: 3 | Level: Basic/Intermediate

Learn to use automation tools, document assembly applications, and ChatGPT to create custom AI-enhanced templates that save you time. Consolidate the best of your firm's intellectual capital and streamline repetitive tasks. Master AI to draft more efficiently without sacrificing accuracy.

Identify inefficiencies, clarify roles, and facilitate communication as Barron maps out what optimized workflows really look like. Examine the steps, decisions, and flow of work in a law office from beginning to end. Streamline your systems, upgrade your drafting processes, and walk away with tools you can use immediately.

### You will be able to:

- Build and perfect your customized document templates
- Increase drafting speed and precision
- Review and improve templates with ChatGPT
- Address critical workflow bottlenecks at your firm

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### Barron Henley's Past Attendees Rave

"Good tips. I now have a game plan."  
"Loads of immediately useful information."  
"Barron knows his technology."

## Mastering Word Styles and Cloud Security for Lawyers

2/10/26 | Livestream | 1:00pm-4:15pm  
On-Demand Seminar Available 03/03/26

CLE: 3 | MCJE: 3 | Level: Basic/Intermediate

Understand how to control the styles that Word applies to every file and save time creating legal documents. Download Barron's practice file and gain hands-on experience in applying styles as you follow along.

You will also learn the benefits of saving your files to the cloud. Recognize the different uses for cloud servers and on-premise file servers. Assess the security advantages of using cloud storage and ensure that your firm complies with key rules and regulations.

### You will be able to:

- Work faster by applying Word styles to key legal documents
- Control complex formatting in Word
- Get hands-on practice with Word styles using Barron's practice file
- Learn the security benefits of cloud storage

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**Barron K. Henley**  
Affinity Consulting Group, *Columbus, OH*

Barron's technology-related seminars are among our most popular—and with good reason. A nationally recognized speaker with expertise in law practice management, document automation, and ethics, he is a founding partner of Affinity Consulting Group, a legal technology consulting firm.