



FUNDAMENTALS OF EDISCOVERY AND INFORMATION GOVERNANCE

A customized video training program

Our **Fundamentals of eDiscovery and Information Governance** program is designed to provide your team with the knowledge to understand the fundamentals of litigation and compliance as well as the basic skills needed to oversee legal technology projects.

LEARNER OUTCOMES Provide your team with the knowledge and skillset to:

- **Ensure your company's compliance** with the fundamentals of eDiscovery & information governance in today's legal system (U.S.)
- **Follow the eDiscovery process** based on the Electronic Discovery Reference Model (EDRM), The Sedona Principles, and your organization's workflow
- **Manage, oversee, or market eDiscovery** technology services according to traditional and legal project management standards, develop and maintain litigation cost budgets, and present solutions to the case team
- **Project Scoping** - Assess and determine the needs of litigators (project scoping), evaluate possible solutions, and apply appropriate technology to meet the needs of litigation based upon your organization's service & technology offerings
 - Recognize opportunities to improve workflows & processes to increase efficiency
 - Adapt to advances in technology, including AI/TAR
 - Advise internal or external clients on workflows for projects, technology selection, case management, database manipulation, search, document review, data conversion/ processing, and much more
- **Identify resources** to stay current on legal principles, terminology, requirements for legal discovery, electronic storage and retrieval, eDiscovery best practices for data collection, production, and document review
- **Conduct market research** to remain informed on industry news, trends, and emerging technology

MANAGEMENT TOOLS Team leaders and managers will be resourced with a course coaching guide to review each course module to foster improved communication skills, emotional intelligence, and employee retention within your organization.

ABOUT OUR TRAINER: Erika Santiago is a seasoned litigation technology and eDiscovery services professional who has been developing custom training solutions for corporate legal departments, law firms, technology service providers, and government agencies for two decades. Additionally, she teaches eDiscovery project management courses for colleges and universities. Erika has remained at the forefront of developing best practices for legal departments, law firms, and corporate counsel to ensure compliance with evolving regulations.

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