



WHAT IS LTC4™ AND WHY SHOULD LAWYERS KNOW ABOUT IT?

It's the global standard for legal technology proficiency

Who created it?

About 10 years ago a group of legal training, IT professionals and lawyers in the USA, Canada & UK got together and developed a set of technology core competencies. These **volunteers** worked from extensive **experience** in the legal industry to address fundamental skills gaps directly impacting a firm's productivity and profitability.

Over 95 leading US, Canadian and UK firms **collaborated** to create 10 scenario-based "Learning Plans." The following core competencies were created to be **application agnostic**, workflow-based, flexible to include any firm's internal policies, and relevant to the way modern lawyers and their support staff need to work:

The Learning Plans

- Working with Legal Documents
- Time Recording
- Client Relationship Management
- Working Remotely
- Data and Reports
- Managing Documents & Emails
- Collaborating with others
- Security Awareness
- Visual Communications
- E-Discovery/E-Disclosure

Workflow based

LTC4 core competencies have been built to reflect the way people work so they make sense. The word "core" is the key, the Learning Plans do not ask for advanced skills just a good, basic understanding of the day-to-day **workflows** that law firm employees undertake using technology. All the Learning Plans are routinely **reviewed** by volunteers and each **vetted** by a whole different group of volunteers, to ensure they remain objectively relevant and up-to-date with the increasing demands of the industry.

Who are they for?

As a **not-for-profit** global organisation LTC4 provides law firms, legal departments and law schools with access to a **community** of like-minded professionals who believe in improving skills. Now recognised as the **industry standard**, LTC4 core competencies provide a **framework** for training efforts and the opportunity for individuals to become certified – to prove to their clients that they have the necessary skills to be productive and efficient.

Training methods

Training methods are not prescribed, there is **total flexibility** so that classroom, web-based virtual classroom or online e-learning can be used to deliver skills improvement. LTC4's **Certification Pod** is there to help firms develop **assessment** methods to prove competency. Many thousands of individuals are now LTC4 Certified in one or more core competency.

Strategies for implementation

Many different strategies can be employed to lead to certification - some firms are introducing LTC4 at new hire stage, others use the learning plans during roll outs or as part of professional development initiatives. Many firms use all of these opportunities to **qualify** users in **the industry standard**. It is a flexible approach and the mission of the organisation is clear: **Setting the global standard for legal technology proficiency**.

How does it work?

Learning Plans can be purchased individually or in packages from the LTC4 website on an annual renewable basis. On signing the LTC4 License Agreement the Learning Plan/s can be downloaded and include a **pre-check** of the chosen assessment method by the Certification Pod and two submissions of individuals who have successfully achieved competence and will receive their **Certificate** and/or **Digital Badge**.



LTC4 continues to be managed by a team of **volunteers** who work within law firms across the world, striving for excellence, efficiency and productivity.

LTC4 is now recognised as a **thought leader** in the field of digital learning and actively engages with learning professionals across the world via its [Global Digital Legal Learning Network \(GDLN™\)](#) and [Trainer Talks](#).

Working for a future where all legal professionals can use technology efficiently and can prove it!

Find out more at www.ltc4.org

To purchase the Learning Plan/s go to www.ltc4.org/store

Contact us at: info@ltc4.org