



## **Kemp's Case Works Prime Summer National Training**

August 14, 2017 through August 17, 2017

Tampa, Florida

### **What is the Prime Training?**

The Prime National Training has many benefits:

- 1 It is a unique opportunity to get an in-depth view of the use, modification, installation and maintenance of the case management system.
- 2 Get all your questions answered at one time, not spread out over years.
- 3 It's a hands-on training where you can use laptops to try out the things that you've learned.
- 4 Learn from other users who have developed solutions to some of your shared challenges.
- 5 Develop your skills in writing the custom reports and queries that you need.
- 6 Discover features you didn't know existed that solve problems you currently face.
- 7 Have the opportunity to stop trainers and get clarification of points you don't understand.
- 8 Learn about the new developments in Prime.

Experienced trainers give you a comprehensive tour of Prime, providing tips and tricks to help you get the most out of case management.

### **Who should attend the Prime Training?**

- 1 Database and Application Administrators – Learn how to setup, maintain, and get information from Prime
- 2 Managing Attorneys – Keep abreast of cases and activities in your office
- 3 Advocates – Oversee your cases, do time keeping, calendar important events, generate form letters
- 4 Intake and Support Staff – Understand intake and learn shortcuts and tips on finding and gathering information, learn how to make referrals to other sources of assistance for clients
- 5 Development Directors – Report on the benefits your office has provided clients
- 6 Private Bar Coordinators – Refer cases to Lawyers and Law Firms, track their time, and generate reports about their participation
- 7 Program Directors – Prime is an indispensable tool for knowing what is going on in your program

## **The Agenda**

We are going to create the agenda differently this year. Although we will offer certain core classes, such as Query Writing, Prime Fundamentals and Report Building, we intend to poll the attendees as to what they want to learn and plan the agenda accordingly. That way you can be sure to get the help and knowledge that you need to optimize your use of Prime. We also encourage the advanced attendees to propose their own session in partnership with a trainer. That way you can share your expertise with other users.

## **What is the cost of Training?**

The cost to attend the four day session is \$950 for a single person and \$800 for the second person. Any additional attendees are \$700. To secure your spot(s), we need to have your payment in no later than, June 30th 2017. If we do not have enough attendees sign up for the group training by June 30<sup>th</sup>, we will notify those who signed up no later than July 7<sup>th</sup>, 2017 of the cancellation. If the training is cancelled, we will refund your full deposit no later than 30 days later.

## **How do I sign up?**

For additional information or to sign up please contact us:

By email at [Tomira@kempscaseworks.com](mailto:Tomira@kempscaseworks.com)

Or call us at 404-320-7126

## **Why is there a deposit requirement and why might the training be cancelled?**

We reserved hotel and meeting rooms at the Hampton Inn in Ybor City (Tampa) Florida. There is a penalty if we do not fill the minimum number of rooms. There is a cost to transport and house the trainers at the location. Preparation and shipment of the computers takes time and is an expense. Putting together the agenda, presentations and extensive written materials also is time consuming. Because of this we need to have a certain number of attendees attend the training.

In the past, some programs have agreed to attend and then cancelled at the last minute. Some programs only attend online trainings. As a result, we need to have a confirmed number of attendees sign up and put in a deposit to attend the training. If we don't have the required number, we will cancel the training and refund the deposits.

## **Tampa and Ybor City**

We held the National Training in Ybor City on three prior occasions. This location is close to great restaurants, has good transportation access and is an excellent facility. It's a great place to visit with Busch Gardens, Wild Safari, the Zoo, professional sports teams, the Riverwalk, the Aquarium, and many other attractions.