

# The Corporate Paralegal from A to Z

National Business Institute, Webinar  
September 26, 2018 | 9:00 AM - 4:00 PM CT

As the role of a paralegal is constantly changing, it's important to know how to handle important legal duties with ease. During this live video webcast, hosted by the National Business Institute, Karen Tobin will provide you with the necessary tools attorneys are seeking to help assist them in all stages of corporate transactions.

This webcast will cover the following key topics:

- Avoid mistakes when drafting corporate formation documents;
- Keep accurate records of directors' and stockholders' meetings, obtain consents and maintain registers;
- Better organize and manage real property related records;
- Gain tips for drafting key provisions in shareholder agreements;
- Learn how to obtain accurate disclosures in transaction documents;
- Discover practical tips for organizing, conducting and documenting a thorough and efficient due diligence investigation;
- Learn cutting-edge research strategies and new internet resources for conducting patent searches; and
- Identify precarious situations that may expose you to UPL - and how to avoid them

## PROFESSIONALS

Karen A. Tobin  
Senior Counsel

## RELATED SERVICES

Bankruptcy & Creditors'  
Rights

Corporate & Securities