LawSuite Training Options

We were trainers before we were developers, so training is always an important part of the LawSuite onboarding process. No macro package rollout will be a success without some type of training. Your project manager will work with you to create a training plan according to your needs and budget.

Blended Training Solutions – *LawSuite + MS Word*

LawSuite users benefit from a blended training solution using LawSuite with MS Word. With blended training, you will actually require less training than training on Word alone.

Including selected Word concepts and features along with the LawSuite training is suitable in different situations, such as:

- The firm is new to Word
- The firm is upgrading to a new version of Word
- The firm hasn't had a formal training program in Word
- The firm is trying to standardize in terms of branding and image
- The firm is onboarding best practices or workflows
- The firm is incorporating learning objectives or promoting any kind of proficiency standards

Training Provider Options:

- In-house training personnel
- Local training vendor
- Stein Consulting LawSuite certified training personnel

Class Groups

- Document Reviewing Attorneys
- Document Producing Attorneys
- Legal Support Staff (Legal Assistants or Secretaries)
- Legal Support Staff (Paralegals)
- Administrative Staff (Administration, Office Services, Marketing, Human Resources, etc.)

Train the Trainer

Our Train-the-Trainer course will fully prepare your training staff to fully prepare your users to take full advantage of LawSuite. The TTT course is also suitable for the LawSuite administrator and/or Liaisons.

LawSuite Certified Trainers

LawSuite Certified Trainers are uniquely equiped to deliver the blended training and support users as they transition from the old ways of doing things to the new, more streamlined methods. Certified trainers are available through Stein Consulting, Traveling Coaches or Brain Candy, Inc.

Training Format Choices

Webinar-Style Training

Webinar-style training can be delivered and include practice exercises and instructor follow-up. Participants can be assembled as a group or attend using their own computer.

Demonstration-Style Group Training

Demonstration-style training using conference room and projection equipment is a popular option. Hands-on practice can be added.

Hands-On Instructor-Led Training

Hands-on training provides the most thorough training experience for your users. A conference or training room with instructor and computer/projector plus computer for each attendee is needed.

Desk-side Training

Especially popular with attorneys, desk side training provides a private setting for personalized upskilling and workflow analysis/improvement.

Floor Support

Floor support promotes user confidence and allows completion of check lists and important one-on-one time with the trainer.

Custom Recorded Video Training

Stein Consulting LLC
Training & Development

Practice exercises and instructor help included.

Training Services Included with Yearly Maintenance

Training Video Library

All users will have access to a complete library of training videos covering many LawSuite and blended Word/LawSuite topics. Access to this hidden web page will be provided once the formal training has been completed.

Technical Training

Technical training for IT personnel is included with your package. Available on-site or via remote connection, we will thoroughly cover LawSuite architecture, configuration, installation and maintenance. New members of your IT group can schedule a complimentary technical training session with us anytime.

Training and Assessment Tools

User Skill Surveys*

User skill surveys can be distributed, analyzed and data provided to client, before and/or after LawSuite deployment.

Learning Plans*

Learning plans provide a road map for each user, detailing the MS Word + LawSuite blended topic list along with the firm's core competency skill sets, best practices, prescribed procedures and workflows.

Efficiency Consulting and Performance Improvement

Incorporating a macro package into your system's environment is the perfect time to conduct a needs and efficiency assessment. A client who is able to analyze the results from these assessments along with user skill surveys is better able to determine specifics for LawSuite function, workflow design/best practices, and will have a birds-eye view of the firm's document production machinery as a whole.

Core Competency Standard Creation

The general trend towards adherence to industry wide core competencies has everyone considering how they rate compared to other firms. These standards can be incorporated into your training program and individual Learning Plan Worksheets.

Workflow Design and Implementation

We can analyze your current workflows and determine how LawSuite can improve and expedite those workflows. We can also assist in determining and highlighting best practices for inclusion into your training and LawSuite on-boarding process.

*Included with package-requires customization