

Westlaw NZ

Westlaw New Zealand for Support Staff- Course Outline

Session Objectives

The purpose of this session is to:

- Introduce the essential elements of Westlaw NZ
- Enable support staff to develop the skills required to search, retrieve and download relevant forms, precedents and templates.
- Outline support and help facilities.

Learning Outcomes

At the end of this session the participant will be able to:

- Login to Westlaw NZ and navigate the home page
- Browse the Precedents Index to retrieve the required Form, Template or Precedent in Westlaw New Zealand
- Feel comfortable using the Drafting Aide to populate Westlaw New Zealand Precedents
- Locate, download and print a Judgment
- Locate, download and print a section or part of an Act.
- Print, save, email and download documents
- Save a search or document to a folder
- Locate Help and Support Pages

Session Duration

Approximately 50-60 minutes.

Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

Training Specialist – Elizabeth Odom

A Thomson Reuters Training Specialist will conduct the session.