

# Lexis<sup>®</sup> Learning Manager

Improve how you capture, manage and deliver training with one simple application

[www.lexisnexis.co.uk/LLM](http://www.lexisnexis.co.uk/LLM)



Get a full view of training within your firm and make your training budget work harder



# Get more from your training activities

In order to get the most from your training activities you need full visibility of the range of training undertaken, how much it has cost and how effective it has been. Historically this has been a huge challenge involving costly and time consuming administrative activities such as manually compiling spreadsheets, sending email reminders and chasing feedback. As a result you have not always had the information that you need to provide the right training to the right people at the best price.

Lexis® Learning Manager has been designed to provide this information via a simple-to-use program. Lexis® Learning Manager captures all training activity and spend and via a detailed reporting suite, enables you to understand and meet the requirements of your firm.

Designed to help you deliver the right training at the right time, LexisLearning® Manager is the only solution you need to provide the best training service to your lawyers.



# Lexis® Learning Manager features:

- Comprehensive reporting suite that allows you to undertake financial and qualitative analysis on all training, including reports on:
  - Training costs
  - Lawyers' training preference
  - Attendance and reasons for cancellation
  - CPD progress for individuals and practice areas

All broken down by difficulty level, practice area, training provider, type of training or lawyer seniority

- Accurate and hassle free recording of all training and CPD activity within the firm
- A simple-to-use program that enables lawyers to update their own CPD tracker and generate their own simple reports
- Automated email invites to attend training with the ability to track and manage responses
- Targeted emails to prompt those lawyers falling behind in CPD accumulation
- Simple feedback templates for all events

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Generate extensive cost reporting charts and graphs at the touch of a button

“This blows everybody else out of the water. I haven’t seen anything else in the market like this, it’s hugely impressive. What works really well is that I think everyone will immediately know how to use it – it seems so instantly familiar that we won’t have a learning curve problem.”

Training Manager, Top 30 Law Firm

To find out how to get LexisLearning Manager as part of your subscription or for a free trial contact your Account Manager, call us on 020 7347 3500 or email [llm@lexisnexis.co.uk](mailto:llm@lexisnexis.co.uk)

The screenshot shows the Lexis Learning Manager interface. The top navigation bar includes 'Dashboard', 'Activities', 'Organization', 'Messages', and 'Reports'. The main content area is titled 'Activities' and features a search bar and a 'Today' section. The 'Today' section is divided into 'Activities' (with a note that no activities are scheduled for today) and 'Tasks'. The 'Tasks' section lists several items, including 'Lunchtime Vapeats' and 'Annual CPD Conference'. A green line with a circle containing the number '1' points to the 'Activities' section, and another green line with a circle containing the number '2' points to the 'Tasks' section.

1 A calendar view gives you a complete picture of all scheduled training

2 Today task bar provides a snapshot of training events and any overdue tasks that you have assigned yourself

The screenshot shows the Lexis Learning Manager interface for a 'Report: Lawyer CPD Progress'. The top navigation bar includes 'Dashboard', 'Activities', 'Organization', 'Messages', and 'Reports'. The main content area is titled 'Report: Lawyer CPD Progress' and features a search bar and a 'Today' section. The 'Today' section is divided into 'Activities' (with a note that no activities are scheduled for today) and 'Tasks'. The 'Tasks' section lists several items, including 'Lunchtime Vapeats' and 'Annual CPD Conference'. A green line with a circle containing the number '1' points to the 'Tasks' section.

Team	CPD Target	CPD Required
Jessie Carter	100 00%	100 00%
John Harper	100 00%	100 00%
John Van Lanier	100 00%	100 00%
POB TWO	100 00%	120 00%

1 At a glance CPD status report of all your teams outstanding CPD requirements

# Why Lexis® Learning Manager?

- **Better return on training spend:** Full financial visibility enables more informed purchasing decisions and more accurate measurement on return
- **Less administration:** Easy-to-use program reduces administration time, making the management of training much more efficient and productive
- **Reduced costs:** Feedback analysis provides insight into which training types and formats will generate the best results, helping you tailor spend, improve usage and reduce wastage
- **More engagement:** Integrated alerts and reminders make it easier to promote what training is on offer
- **Improved productivity:** Sophisticated reporting suite enables understanding of the true cost of training and how to reduce its impact on billable hours
- **Improved customer service:** Ensures your fee earners are receiving the knowledge they need to offer the highest quality advice to clients
- **Improved staff development:** Comprehensive analysis tools help you deliver the right training to develop and motivate your staff
- **Better planning:** More accurate CPD tracking avoids disrupting your fee earners at CPD year end

The screenshot displays the Lexis Learning Manager CPD Learning Tracker interface. At the top, there are navigation tabs for 'Dashboard' and 'CPD Tracker'. The main header reads 'CPD Learning Tracker' with a dropdown for 'CPD Year Ending 2011'. Below this is a user profile for 'Jennie Castro' (October 2008 to March 2012). The profile shows CPD hours: 84, 84h (Accredited), 0h, 0h (Unaccredited), and Total CPD Required: 190, 84h (Remaining accredited CPD: 106, 279 Remaining 2011). There are buttons for 'Add CPD Entry', 'Cancel Tracker', 'CPD Activity Log', and 'Export'. Below the profile is a table with columns: Date, Course Details, Development (CPD Area) (off or on or not used), CPD Hours, and Options. The table has a form for adding entries with fields for Course Date\*, Course Title\*, Description, Comments, CPD Hours\*, and Minutes\*. There are 'Save' and 'Cancel' buttons. At the bottom, there is a footer with copyright information and the LexisNexis logo.

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The learning tracker can be updated with any type of training undertaken



“The feedback reporting looks incredibly useful. To have all that information in one place, to be able to bring all that information together would be great. It will also be incredibly valuable once we are able to see some year on year trends emerging, to know how training appetites are changing.”

Training Manager, Top 10 Law Firm

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