

Public Training Courses July – December 2011

Public Training Courses are held at Halsbury House, 35 Chancery Lane, London, WC2A 1EL on a regular basis throughout the year. Each course will run for approximately 60 minutes.

Our training room is equipped so that each delegate can sit at their own PC and be part of a 'hands-on' training session whilst being instructed and guided by one of our trainers. These training courses are designed to ensure that by the end of the session the delegate will be able to effectively utilise their online service through efficient and effective searching, navigating and document delivery.

Please see below for the course schedule as well as a synopsis of each course:

LEGAL INTELLIGENCE TRAINING COURSES

Lexis®Library:

- Accessing LexisNexis
- Effective product navigation through the Legal practice areas and sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for cases, legislation and commentary
- Effectively managing search results
- Document delivery options
- Product customisation
- Practice area specific searching
- Saving your searches
- Setting up and managing search alerts
- Utilising 'My Research' options

Course Schedule:

Course Date	Start Time
13th Jul	2PM
2nd Aug	10AM
25th Aug	10AM
6th Sep	10AM
30th Sep	2PM
4th Oct	10AM
27th Oct	2PM
1st Nov	10AM
30th Nov	2PM
6th Dec	10AM
15th Dec	2PM

Advanced Lexis®Library:

- Accessing LexisNexis
- Effective product navigation through the Legal practice areas and sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for cases, legislation and commentary
- Effectively managing search results
- Document delivery options
- Product customisation
- Practice area specific searching
- Saving your searches
- Setting up and managing search alerts
- Utilising 'My Research' options
- Case Search
- Cases Appeal Tracker
- Halsburys Annotations
- Status Snapshot
- Destination and Derivation Tables
- EF & P/Smart forms

Course Schedule:

Date	Time
12th Jul	10AM
27th Jul	2PM
9th Aug	10AM
31st Aug	10AM
7th Sep	10AM
21st Sep	2PM
5th Oct	10AM
19th Oct	2PM
2nd Nov	10AM
29th Nov	10AM
7th Dec	10AM

TAX INTELLIGENCE TRAINING COURSES

Lexis®Library Tax:

- Accessing LexisNexis
- Effective product navigation through the Tax sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for legislation in the Yellow and Orange Handbook
- Finding commentary in Simon's Taxes and Devoil's Indirect Taxes
- Finding Cases in Simon's Tax
- Browsing or searching the Tax Journal and Taxation Magazine
- Browsing or searching Tax News
- Effectively managing search results
- Document delivery options
- Product customisation
- Saving your searches
- Setting up and managing search alerts
- Utilising 'My Research' options

Course Schedule:

Date	Time
6th Jul	10AM
4th Aug	10AM
30th Aug	2PM
13th Sep	10AM
6th Oct	2PM
3rd Nov	2PM
23rd Nov	10AM
8th Dec	10AM

Tolley®Library:

- Accessing Tolley Library
- Effective product navigation through the Tax sources
- The natural language search
- Browsing content
- Searching for legislation in the Yellow and Orange Handbook
- Finding commentary in Simon's Taxes and Devoil's Indirect Taxes
- Finding Cases in Simon's Tax Cases
- Browsing & searching the Tax Journal and Taxation Magazine
- Browsing & searching Tax News
- Effectively managing search results
- Document delivery options
- Product customisation
- Saving your searches
- Setting up and managing search alerts

Course Schedule:

Date	Time
19th Jul	2PM
28th Jul	10AM
9th Aug	2PM
25th Aug	2PM
15th Sep	2PM
27th Sep	10AM
13th Oct	2PM
20th Oct	10AM
16th Nov	10AM
24th Nov	2PM
1st Dec	10AM
13th Dec	10AM

To book onto or discuss any of these training courses, please contact our Customer Training Team on:

Email: training@lexisnexis.co.uk

Telephone: 0207 400 4639

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