Firm-Wide Learning & Development Programs

Niki Lanter, Systems Manager & Technology Mentor
Sadler Law Firm, LLP
Custom L&D Programs
for Sadler Law Firm, LLP

Developed and conducted function-focused software and process training programs for attorneys, paralegals, law clerks, new hires, and back office staff in classroom onsite and/or via WebEx or TeamViewer online.

Created and compiled user documentation. Facilitated additional training on Drillinginfo, Lexis Total Research System, and Lexis Advance in coordination with product specialists.
Learning & Development
Courses by Applications

- DOI Dashboard (Custom Tool)
- Division Order Reporting System Overview
- Data Entry Best Practices
- Summary Filters and Custom Reporting

- Juris by LexisNexis (Finance, Billing, Timekeeping)
  - Client Intake and File Setup Process
  - Data Administration, Maintenance, and Reporting
  - Reporting Best Practices for Finance & Accounting
  - Timekeeping for Attorneys and Support Staff
  - Pre-Bill Review and Edit Process
Learning & Development

Courses by Applications (cont.)

- LawBase Case Management System
- Client Intake and File Setup Process
- Case Matter Project Tracking and Workflow Training

- Microsoft Excel
  - Excel for Beginners (Overview & Basics)
  - Excel Intermediate to Advance (with Pivot Tables)

- Adobe Acrobat Pro / Nuance Power PDF
  - Conversion, Redaction, and Other Tips & Tricks

- Worldox Document Management System (DMS)
  - Client Intake and File Setup Process
Learning & Development
Courses by Session Topics

- DOI Dashboard Division Order Reporting System Training
- Juris Data Administration, Maintenance, and Reporting
- Juris Pre-Bill Review and Edit Process for Billing Administrators
- Juris Suite Reporting Process and Best Practices for Finance and Accounting
- Juris Suite Timekeeping for Attorneys and Support Staff
Learning & Development
Courses by Session Topics (cont.)

- LawBase Client and Case Administration
- LawBase Project Workflow & Matter Maintenance
- Microsoft Excel for Beginners (Overview & Basics)
- Microsoft Excel Intermediate to Advanced Level (with Pivot Tables)
- Adobe Acrobat Pro / Nuance Power PDF Conversion, Redaction, and Other Tips & Tricks
- Worldox DMS Profiles, Check-In/Check-Out, File Search, Audit Trail, and more
Contact Information

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