

# Practical Law AU

## Overview & Employment Workflow Course Outline

### Session Objectives

The purpose of this session is to:

- Provide an overview of the Practical Law AU product
- Step you through a workflow example to demonstrate the features and benefits of the practical guidance and know how tools.

### Learning Outcomes

On completion of this training you will be able to;

- Identify and explain the homepage features and menu options
- Identify contributors and advisory board
- Browse the employment topic to access practices notes, standard documents, checklists and glossary
- Access and display drafting notes
- Link to complementary legislation in Westlaw AU
- Link to case law in Westlaw AU (based on your subscription)
- Access the glossary for defined terms
- Locate documents by conducting a key word search
- Apply filters to refine search results
- Print , download, email and save a document
- Locate Help and support materials

### Session Duration

Approximately 30 minutes.

### Session Delivery Methods

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

Note: The Webex session allows you to view the trainer's computer screen as they show you how to access your subscription, at no time do they access your computer

### Learning Materials

Practical Law AU Quick Guide

### Training Specialist

A Thomson Reuters Training Specialist will conduct the session. All Training Specialists hold a Certificate IV in Training and Assessment.