

new Westlaw (New Zealand)

Spotlight on Employment Law

This session outlines efficient research techniques to find Employment Law content available in Westlaw New Zealand. Confidently locate relevant legislation, commentary, case law, forms, and precedent documents as well as related secondary sources. Research strategies include natural legal language and how to ask a legal question, the best way to structure a terms & connectors search, understanding linking between documents, and how to refine results. Learn how to set up alerts and save your documents for future reference.

Key content includes: Employment Law, Personal Grievances, A to Z of NZ Law – Employment Law, Health & Safety, Workplace Safety & Accidents Handbook, Employment Precedents, Personal Grievance Precedents, Case Law, Alert 24 – Employment and Alert 24 Safeguard Update.

Learning Outcomes

At the end of the session participants will be able to:

- Navigate the home page and understand the depth of accessible content (including Practical Law and International options)
- Locate a document, commentary publication or case using the global search bar
- Natural Legal Language (NLL) Search
 - Explain the advantages of NLL and how to refine or filter results
 - Introduce Best Portion feature, to quickly identify the relevant section of a document
- Terms & Connectors (T&C) Search
 - How to structure a T&C search – query, identify keywords, locate T&Cs, build search string.
 - Refine or filter search results – search within a search
 - When to use an Advanced Search template – discuss benefits
- Delivery Tools
 - Print, Download or Save to folders.
 - Create a Search alert to be notified of future documents related to your search.

Session Duration 30 minutes. Trainer will be online and available to assist with queries.

Session Delivery Methods Online via Microsoft Teams. The Microsoft Teams meeting allows the participant to view the trainer’s computer screen as they demonstrate research strategies on Westlaw. At no time does the trainer access your computer.

Learning Materials Support materials including how to videos, research tips, user guides and webinar dates are on the Training and Support portal. <https://support.thomsonreuters.co.nz/>

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