Westlaw New Zealand

Westlaw for Councils – Developing your Research Skills

Course Description

Do you have a good understanding of the basics of Westlaw and are now ready to develop your research skills further? This session aims to enhance your research skills in Westlaw by teaching efficient techniques and strategies for finding relevant content. It covers using natural legal language, structuring Terms & Connectors searches, understanding document linking, and refining search results. Additionally, it includes guidance on locating regulations, legislative definitions, and other research scenarios pertinent to Council staff.

This session will cover the following:

- Locating relevant content using the global search bar, including Local Government, Resource Management and Sale of Alcohol resources.

- Tips for locating regulations and legislative definitions.

- Natural Legal Language (NLL) Searching

  - Overview of Natural Language searching.

  - Introduce Best Portion feature, to quickly identify the relevant section of a document.

- Terms & Connectors (T&C) Searching

  - How to structure a T&C search – query, identify keywords, locate T&Cs & build a search string.

  - Using an Advanced Search template to run a targeted search.

  - Managing results including - Refining and filtering search results, downloading and saving to Folders.

- Creating a Search alert to be notified of future documents related to your search.

Session Duration – 45 minutes (0.75 CPD credits).

Session Delivery Method – Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials – Online help and support materials available here.

Training Specialist – Each session will be the same and will be facilitated by one of our NZ Training Specialists.