Essential Software Training For Legal Professionals

For over 20 years Infoware has been providing industry leading training services that deliver results. Through our exclusive focus on the legal market we understand your unique technology and document workflow requirements.

SOFTWARE APPLICATION TRAINING

SOFTWARE MIGRATION & CONSULTING SERVICES

SPECIALTY COURSES

Infoware's trainers are extremely professional and help ensure our staff and lawyers are proficient with the software systems we rely on to run our firm. Their flexibility and approach to training allows us to enhance our technology skills while maintaining focus on our top priority which is servicing our clients.

Eric Wang – IT Administrator
Mathews, Dinsdale & Clark LLP

infoware

Training Programs

SOFTWARE APPLICATION TRAINING

Essential software application training tailored specifically for diverse users, practice areas and document workflows.

Microsoft

- MS Office 2007-2016
  - Word
  - Excel
  - Outlook
  - PowerPoint

Infoware

- Word LX™
- Word RT™
- InFORM™
- Word DA™
- MatterMaster™

Document Management Systems

- Worldox
- iManage

SOFTWARE MIGRATION, CONSULTING & TRAINING SERVICES

All the expertise, support and tools you need for successful migration planning and implementation.

Supported Applications

- Microsoft Office 2007-2016
- Document Management Systems

Consulting Services

- Needs Analysis
- Curriculum Development
- Change Management Support
- System Testing

Training Programs

- Floor Support
- Lawyer Support

Documentation Support

- Training Manuals
- Quick Reference Guides
- Support Logs

SPECIALTY COURSES & SERVICES

Take employee productivity to the next level with dedicated onboarding programs and advanced user training programs.

- New Hire Training
- Continuing Education
- Advanced Document Creation
- Document Troubleshooting
- Train the Trainer
- Linkedin for Legal Professionals
- Help Desk Support
- Continuing Professional Development

TRAINING FORMATS

Customize the learning environment with a variety of training formats to select from – Available for all programs.

- Traditional Classroom Style (Hands-On)
- Demonstration Style
- Remote Webinars
- At the Desk (One-on-One)

LTC4 MEMBER

accredited cpd

Speak to us today for a free consultation!
Email inquiries@infowaregroup.com
Call 416-360-2646 or 855-660-2446

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