

Our mission is to provide technology education and value-added support that enables achievement of your professional and personal growth.

Current Offerings!

Our team of professionals is dedicated to meeting your technology education needs through a variety of learning opportunities, including:

- Custom Classes
- Desk-side Coaching
- Instructor-led Courses
- Distance Learning Web Seminars
- Quick Reference Guides
- Easy Step Guides
- In-house Multimedia
- On-line Course Curricula
- and more....

Custom Classes designed specifically for your practice group:

- convey procedures and processes relevant to your practice group's work flow,
- reinforce firm and practice group standards,
- target specific practice group roll-outs and upgrade needs.

Desk-Side Coaching sessions (10-60 minutes long) can cover a number of topics and questions and are ideal for special project assistance.

Instructor-led courses target your most critical needs in short, timely sessions. These courses are scheduled each month. To register, contact your local instructor. If your group needs a course which is not on the schedule, please request it. Our instructors will work with you to maximize attendance from your group.



Distance Learning Web Seminars are "live" classes conducted by educational and product experts. These presentations are displayed on your computer screen while the lecture and discussion takes place through your telephone.

Quick Reference Guides (QRG) are one to four page documents, written in plain English, power packed with information concerning our software packages.

Easy Step Guides (ESG) are one to two page documents that take you step by step through a feature topic. If you only want to know which buttons to click and have standard ML&B equipment, these guides are for you.

In-house Multimedia is presented in "Knowledge Capsule" format. These are short "videos" that summarize Morgan Lewis-specific technology tips and procedures in a non-technical manner. Usually under 10 minutes, these can be viewed at your convenience while at work or on the "go."

On-line Course Curricula can be found on the firm Intranet. You can view and print copies to prepare for class or use them as after class refreshers.



Life Savers!

Personalized Instruction

- Custom Classes
- Desk-Side Coaching
- Instructor-led courses
- Live Distance Learning (Web Seminars)

Reference Materials

- Quick Reference Guides
- Easy Step Guides
- In-house Multimedia
- On-line Curricula



Contact Info

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Be sure to visit our WebSite.
From the Firm Intranet, choose Departments, then
choose Technology Education.

When time is precious...

When you need to know...

We can help.



**The Morgan Lewis
Technology Education
Team**