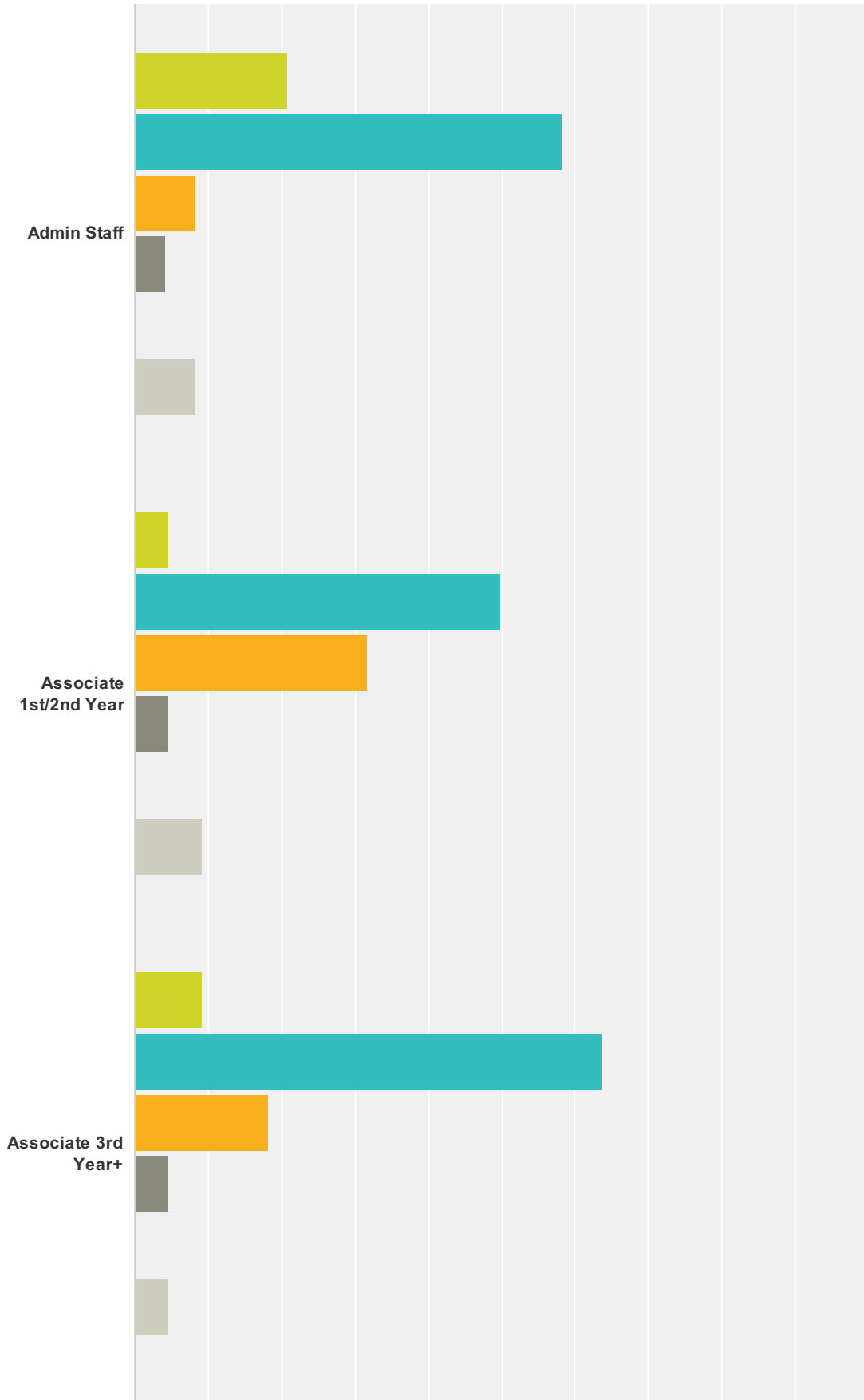


Q1 How many total hours of technology training does a new hire attend?

Answered: 26 Skipped: 0

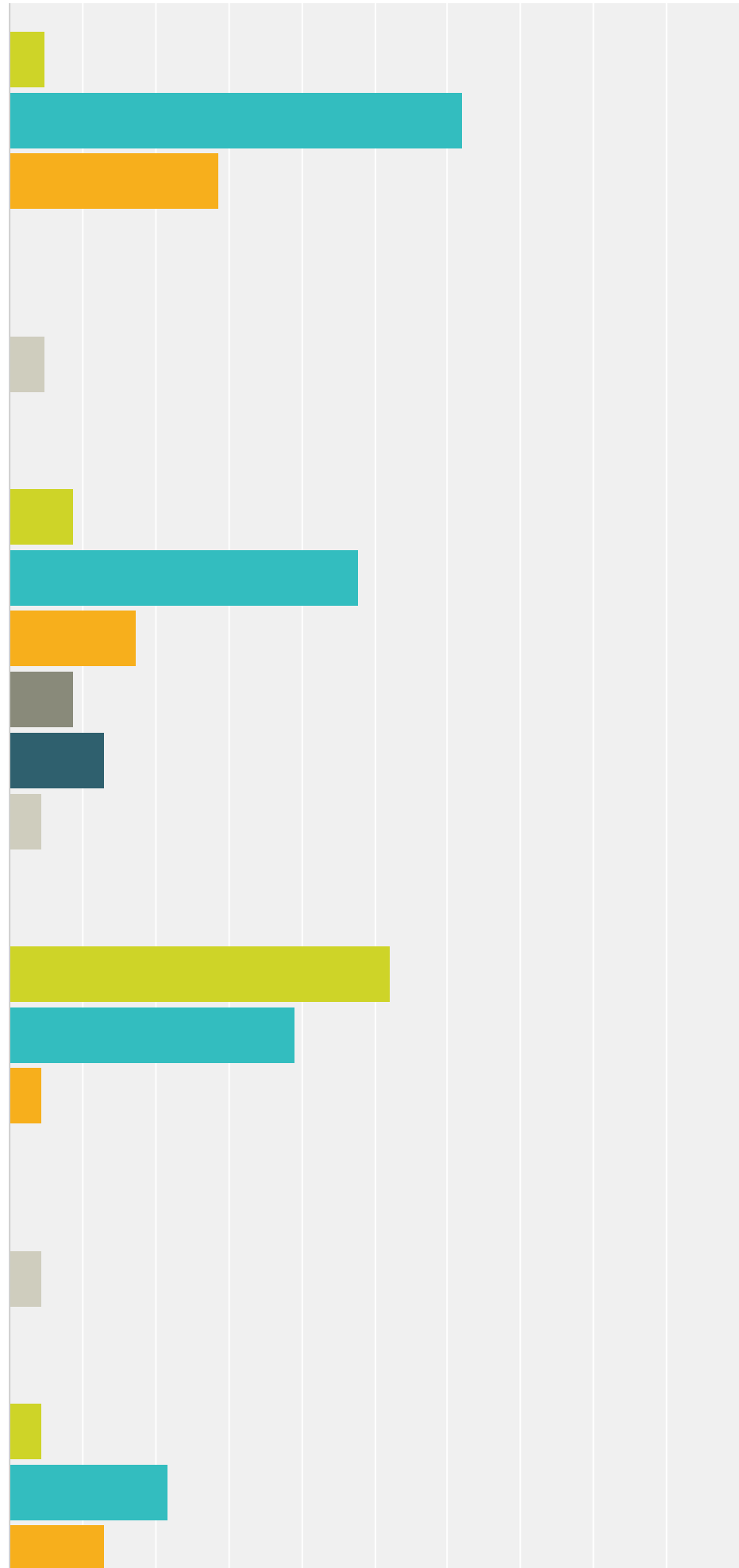


PLTG Pre-Meeting Survey

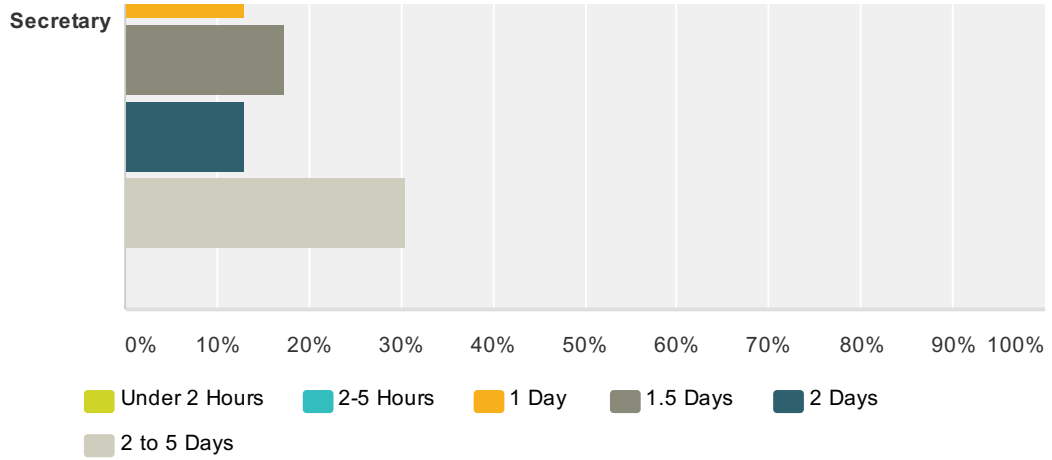
Associate
Summer

Paralegal

Partner



PLTG Pre-Meeting Survey

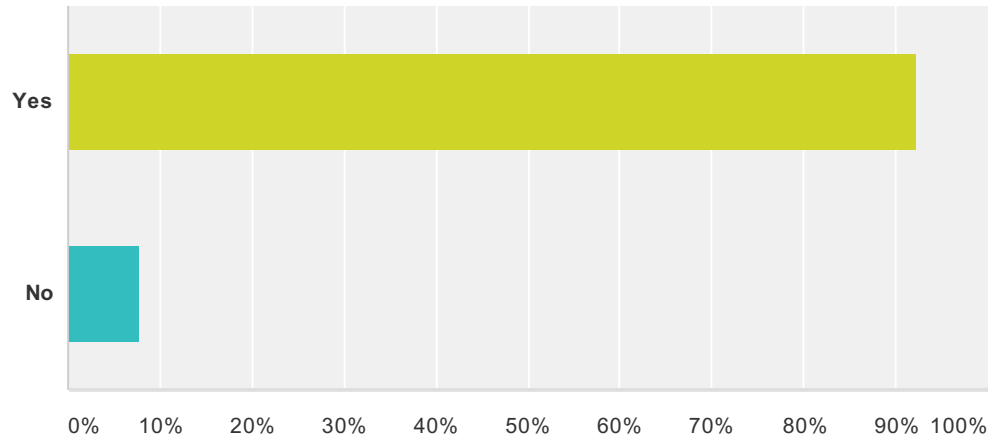


	Under 2 Hours	2-5 Hours	1 Day	1.5 Days	2 Days	2 to 5 Days	Total
Admin Staff	20.83% 5	58.33% 14	8.33% 2	4.17% 1	0.00% 0	8.33% 2	24
Associate 1st/2nd Year	4.55% 1	50.00% 11	31.82% 7	4.55% 1	0.00% 0	9.09% 2	22
Associate 3rd Year+	9.09% 2	63.64% 14	18.18% 4	4.55% 1	0.00% 0	4.55% 1	22
Associate Summer	4.76% 1	61.90% 13	28.57% 6	0.00% 0	0.00% 0	4.76% 1	21
Paralegal	8.70% 2	47.83% 11	17.39% 4	8.70% 2	13.04% 3	4.35% 1	23
Partner	52.17% 12	39.13% 9	4.35% 1	0.00% 0	0.00% 0	4.35% 1	23
Secretary	4.35% 1	21.74% 5	13.04% 3	17.39% 4	13.04% 3	30.43% 7	23

#	Other (please specify)	Date
1	Summer and First Year Associates have several 1-hour classes	2/12/2014 12:47 PM
2	Secretaries usually get an hour or two more for specific programs they must know.	2/10/2014 2:30 PM
3	Secretaries receive up to 5 to 7 days within a 3 week period	2/7/2014 5:18 PM

Q2 Does most of this technology training occur during the new hire's first week at the firm?

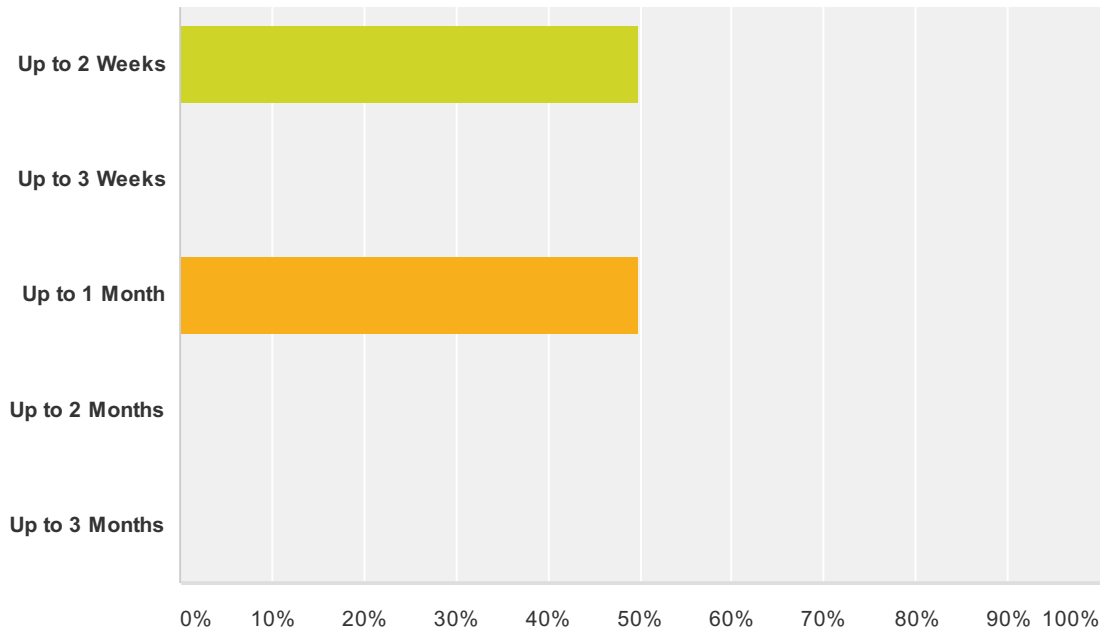
Answered: 26 Skipped: 0



Answer Choices	Responses
Yes	92.31% 24
No	7.69% 2
Total	26

Q3 Over how long is your new hire technology training spread?

Answered: 2 Skipped: 24

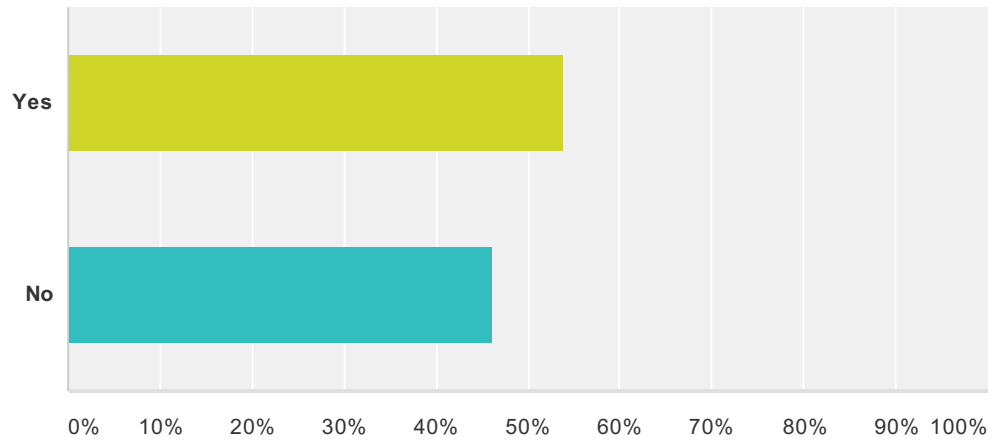


Answer Choices	Responses
Up to 2 Weeks	50.00% 1
Up to 3 Weeks	0.00% 0
Up to 1 Month	50.00% 1
Up to 2 Months	0.00% 0
Up to 3 Months	0.00% 0
Total	2

#	Other (please specify)	Date
1	Through Monday of the second week	2/24/2014 4:37 PM

Q4 Do you rely on elearning for any of your new hire technology training?

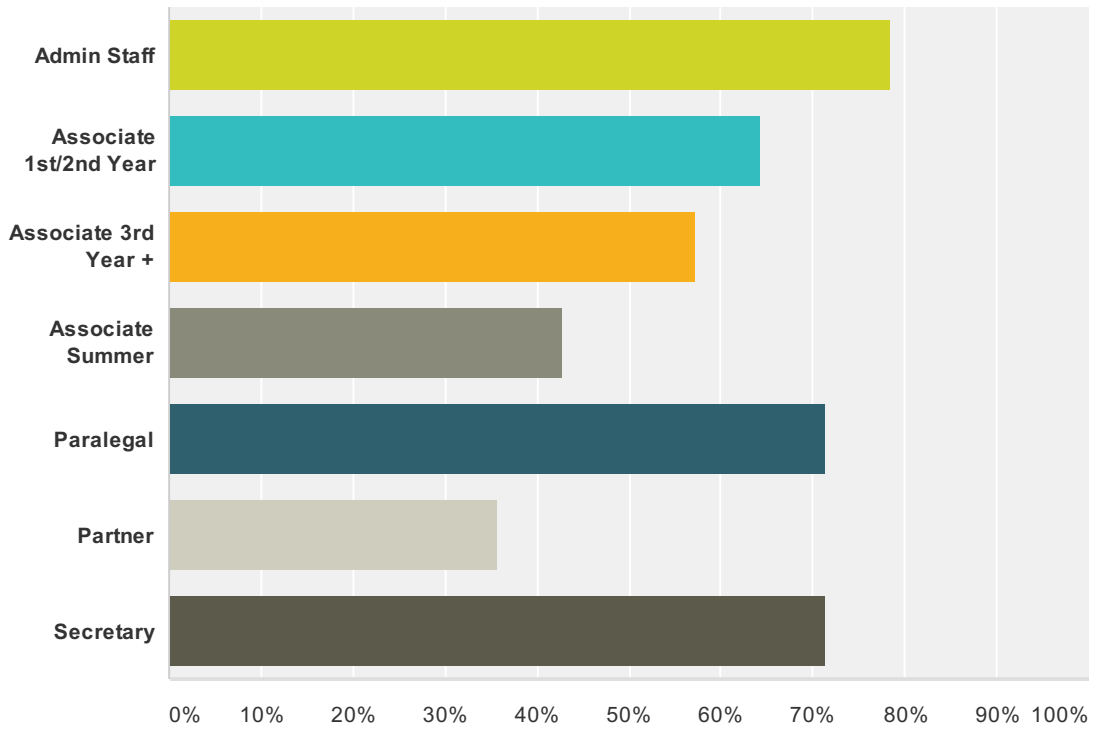
Answered: 26 Skipped: 0



Answer Choices	Responses	
Yes	53.85%	14
No	46.15%	12
Total		26

Q5 Select all of the new hires who complete elearning:

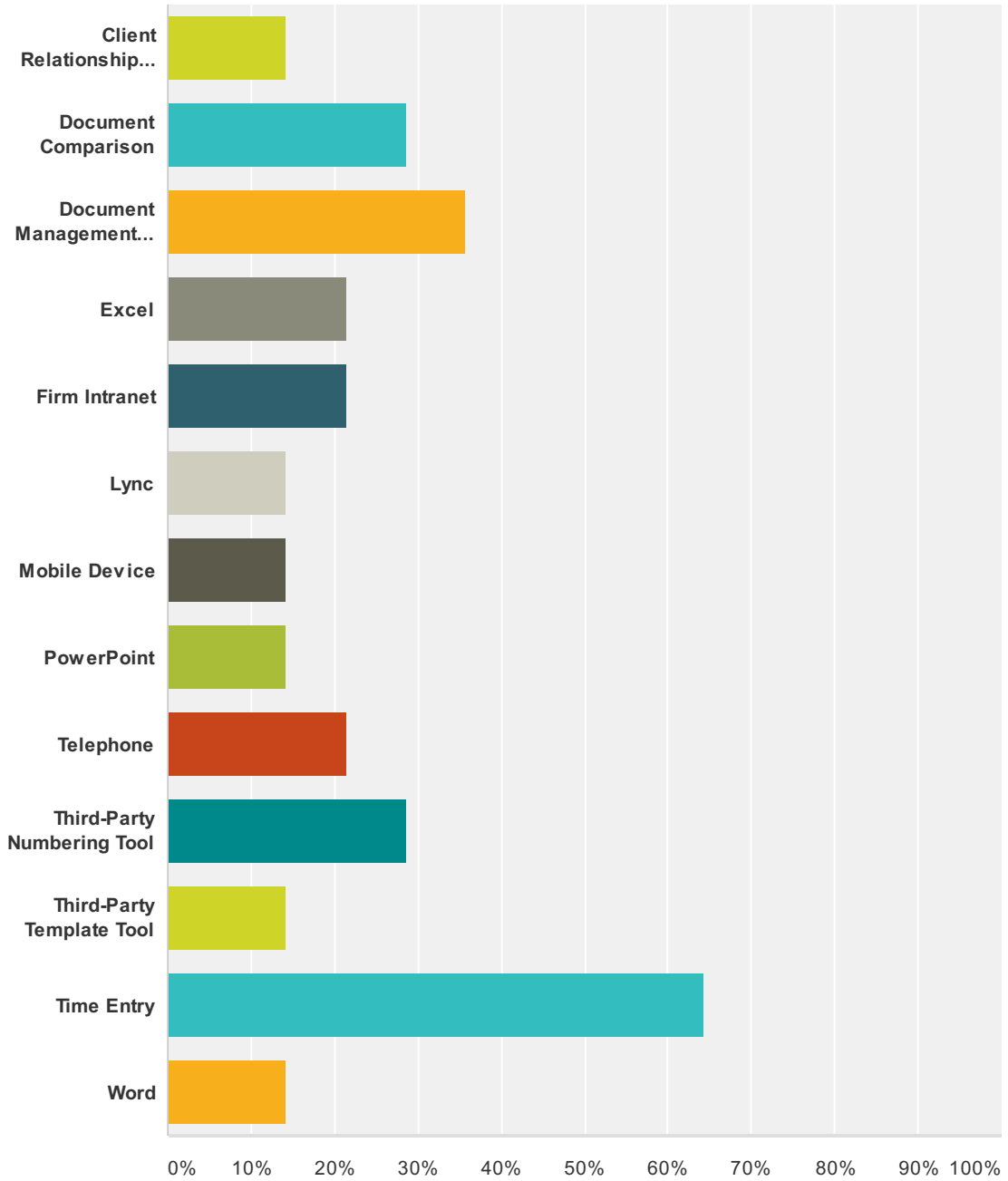
Answered: 14 Skipped: 12



Answer Choices	Responses
Admin Staff	78.57% 11
Associate 1st/2nd Year	64.29% 9
Associate 3rd Year +	57.14% 8
Associate Summer	42.86% 6
Paralegal	71.43% 10
Partner	35.71% 5
Secretary	71.43% 10
Total Respondents: 14	

Q6 Indicate all new hire topics that are taught via elearning:

Answered: 14 Skipped: 12



Answer Choices	Responses
Client Relationship Manager	14.29% 2
Document Comparison	28.57% 4
Document Management System	35.71% 5
Excel	21.43% 3
Firm Intranet	21.43% 3

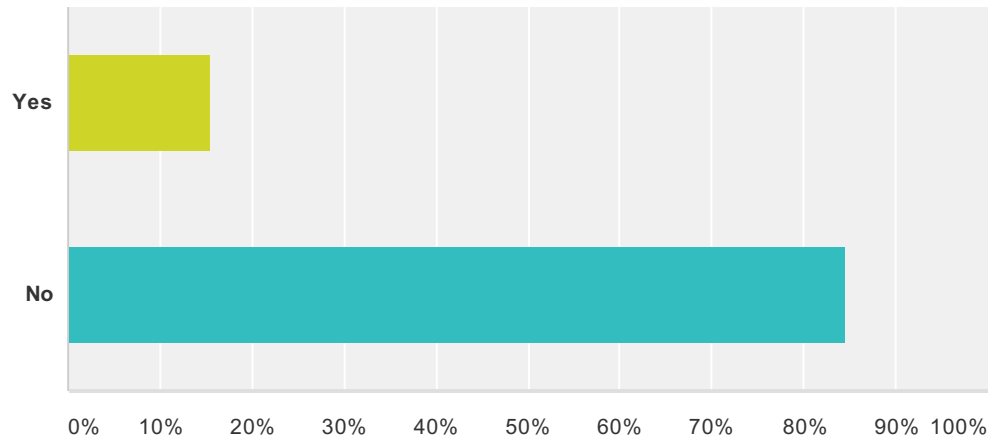
PLTG Pre-Meeting Survey

Lync	14.29%	2
Mobile Device	14.29%	2
PowerPoint	14.29%	2
Telephone	21.43%	3
Third-Party Numbering Tool	28.57%	4
Third-Party Template Tool	14.29%	2
Time Entry	64.29%	9
Word	14.29%	2
Total Respondents: 14		

#	Other (please specify)	Date
1	Security	2/12/2014 12:47 PM
2	Document Management	2/10/2014 2:32 PM
3	Non-Exempt Employee Timesheet (Kronos)	2/7/2014 11:59 AM
4	We have an "Introduction to Working at a Law Firm" course for those who are new to law firms.	2/6/2014 4:56 PM
5	Time and Attendance	2/6/2014 1:38 PM

Q7 Do you travel to other offices to conduct new hire technology training?

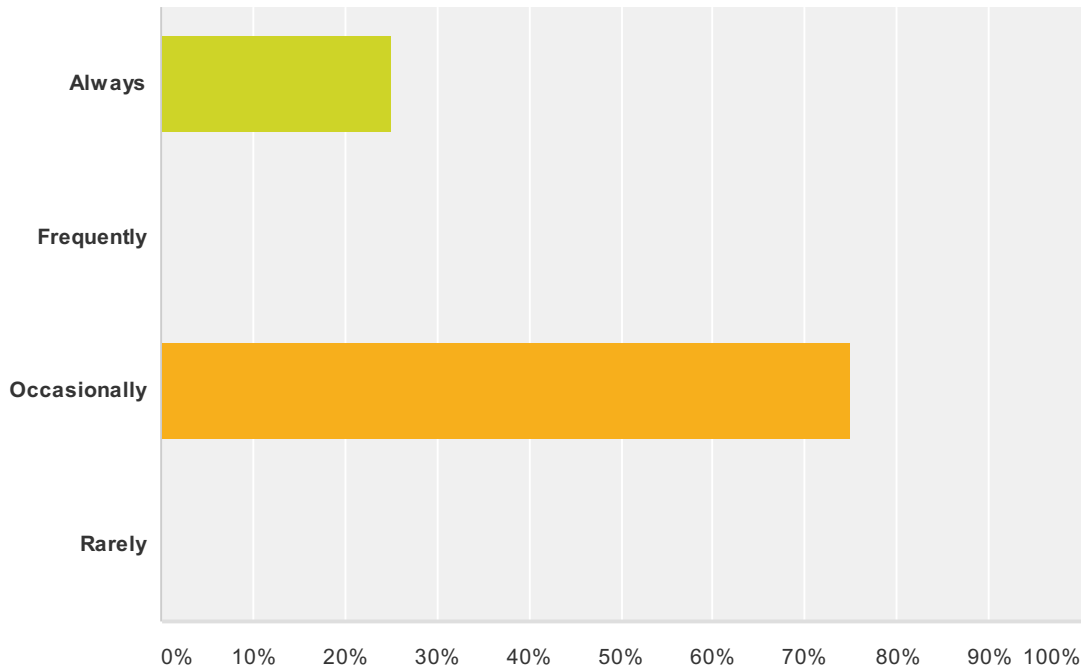
Answered: 26 Skipped: 0



Answer Choices	Responses
Yes	15.38% 4
No	84.62% 22
Total	26

Q8 How often do you travel to conduct new hire technology training?

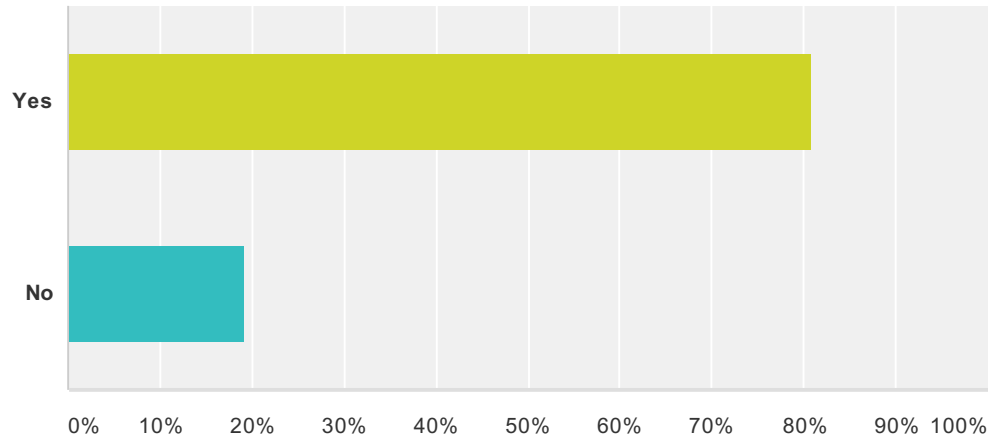
Answered: 4 Skipped: 22



Answer Choices	Responses	
Always	25.00%	1
Frequently	0.00%	0
Occasionally	75.00%	3
Rarely	0.00%	0
Total		4

Q9 Do you deliver new hire technology training remotely via web or video conference?

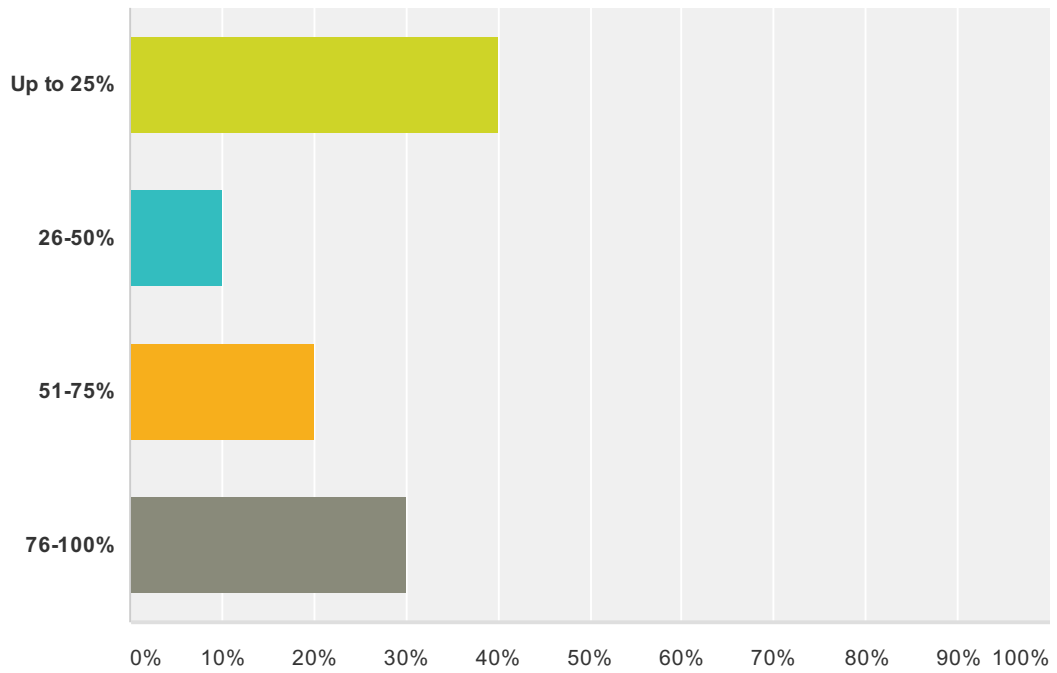
Answered: 26 Skipped: 0



Answer Choices	Responses	
Yes	80.77%	21
No	19.23%	5
Total		26

Q10 What percentage of non-trainer-office new hire technology training is delivered remotely?

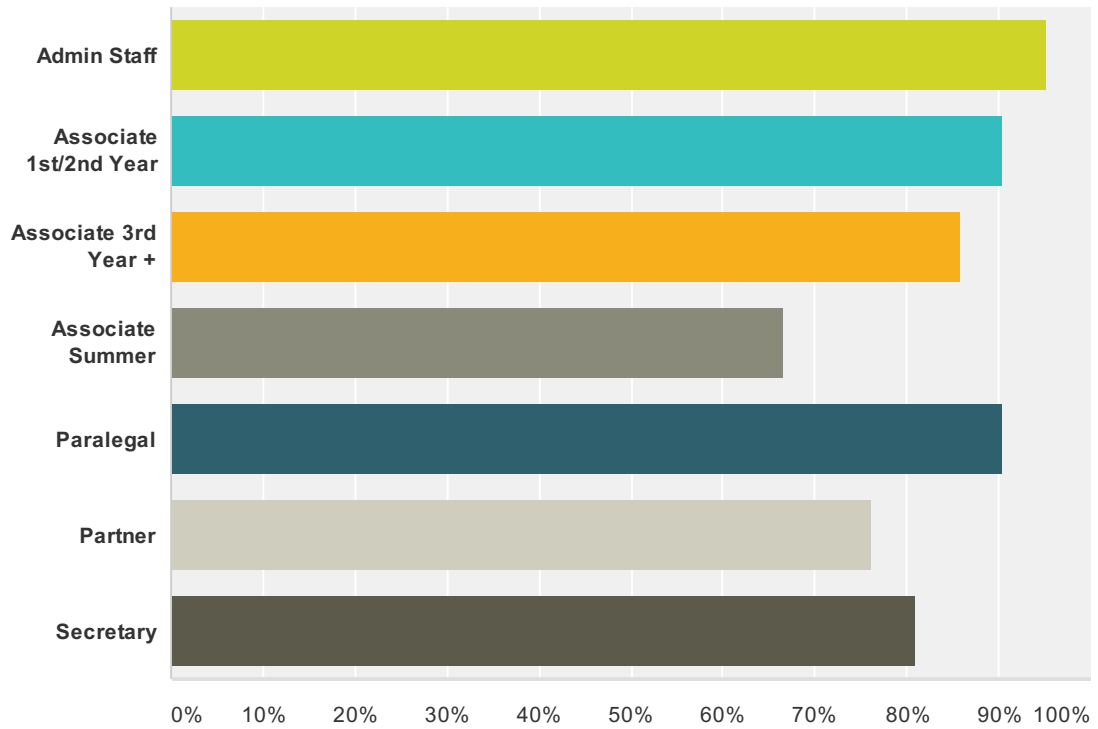
Answered: 20 Skipped: 6



Answer Choices	Responses
Up to 25%	40.00% 8
26-50%	10.00% 2
51-75%	20.00% 4
76-100%	30.00% 6
Total	20

Q11 Select all of the new hires who may be trained remotely:

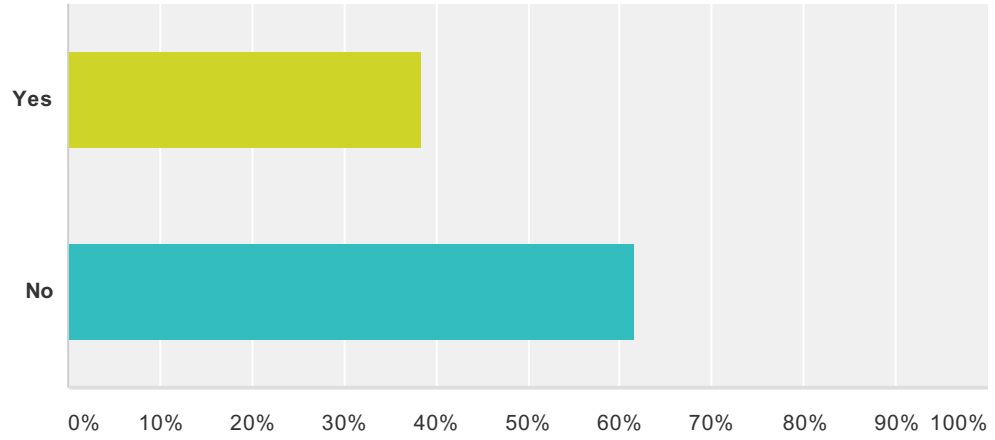
Answered: 21 Skipped: 5



Answer Choices	Responses
Admin Staff	95.24% 20
Associate 1st/2nd Year	90.48% 19
Associate 3rd Year +	85.71% 18
Associate Summer	66.67% 14
Paralegal	90.48% 19
Partner	76.19% 16
Secretary	80.95% 17
Total Respondents: 21	

Q12 Do you leverage other staff such as technicians, secretaries, department heads, etc. to deliver new hire technology training?

Answered: 26 Skipped: 0



Answer Choices	Responses	
Yes	38.46%	10
No	61.54%	16
Total		26

PLTG Pre-Meeting Survey

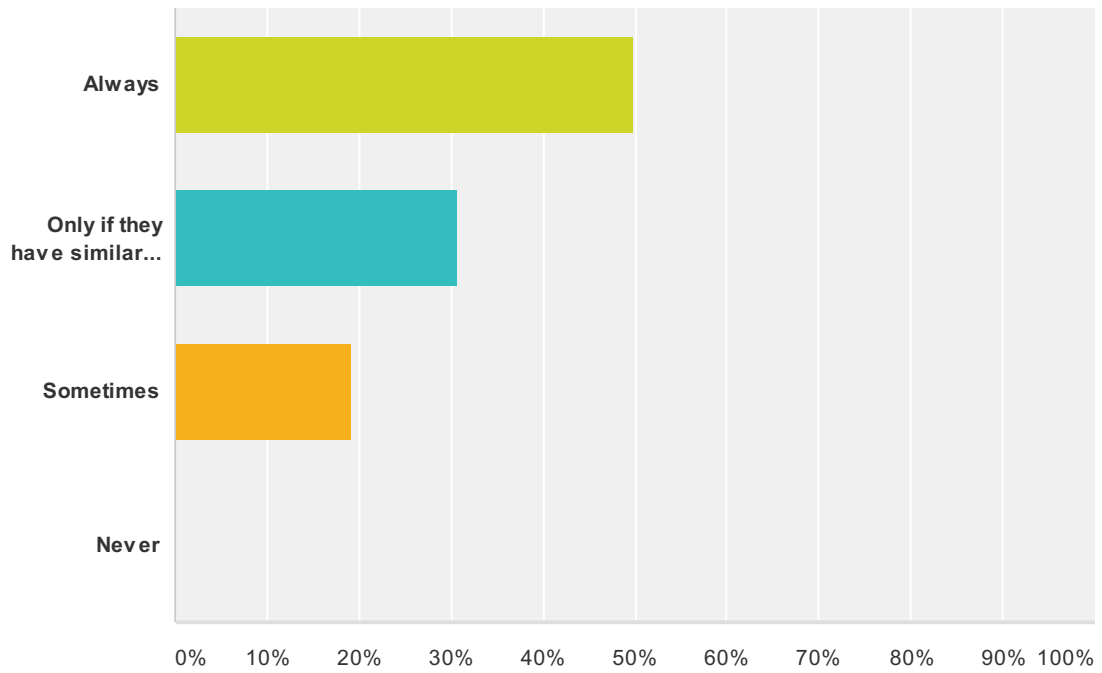
Q13 Please tell us about your co-trainer(s).

Answered: 10 Skipped: 16

#	Responses	Date
1	Other IT staff and HR	2/24/2014 4:38 PM
2	We have three trainers for five offices – The Training Coordinator is in the main office; one in NY also covers the St. Louis Office and one trainer in Los Angeles who covers the San Francisco office. We work very close and well together to ensure the same information and subject matter is offered consistently throughout the firm.	2/12/2014 1:13 PM
3	Office Administrators	2/12/2014 12:48 PM
4	Mostly office managers and Business Managers embedded in the Practice Groups. Also the InterAction guru, the folks who run Accounting to teach new client intake, Finance folks to teach diary entry.	2/12/2014 11:14 AM
5	In two of our offices in Europe and Asia, we have a Secretary/Trainer who assists us with training.	2/12/2014 9:11 AM
6	They do the new hire training when I have other initiatives to attend to.	2/9/2014 2:24 PM
7	Only in our branch offices do we depend upon our technology liaisons and other support staff for new hire training.	2/7/2014 5:20 PM
8	IT Technical Support personnel in various offices deliver phone and basic computer orientations.	2/7/2014 8:38 AM
9	We bring in a paralegal manager, Records Services manager and Network/Infrastructure manager as subject matter experts.	2/6/2014 4:59 PM
10	Out Lead Help Desk Analyst assists with training when I'm out of the office.	2/6/2014 1:04 PM

Q14 If more than one person starts on the same day, do you train the new hires as a group?

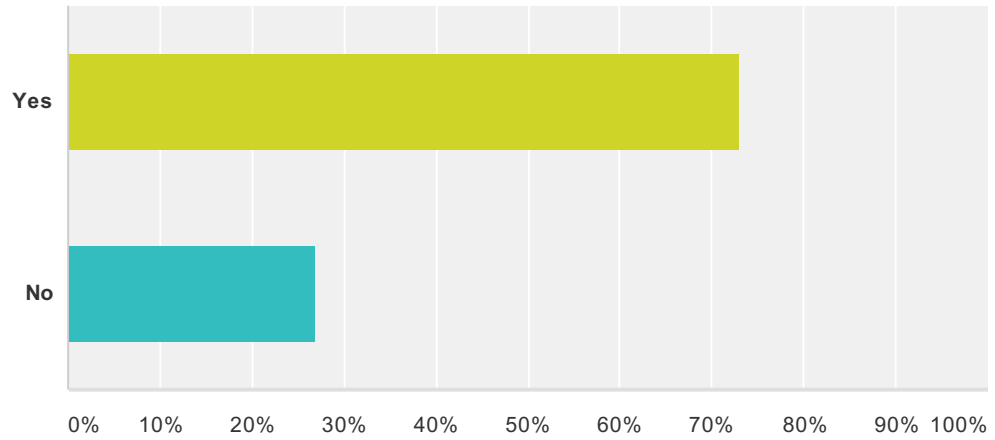
Answered: 26 Skipped: 0



Answer Choices	Responses	
Always	50.00%	13
Only if they have similar job functions	30.77%	8
Sometimes	19.23%	5
Never	0.00%	0
Total		26

Q15 Do you adhere to a set, pre-determined schedule for new hire technology training (i.e., only on certain days of the week)?

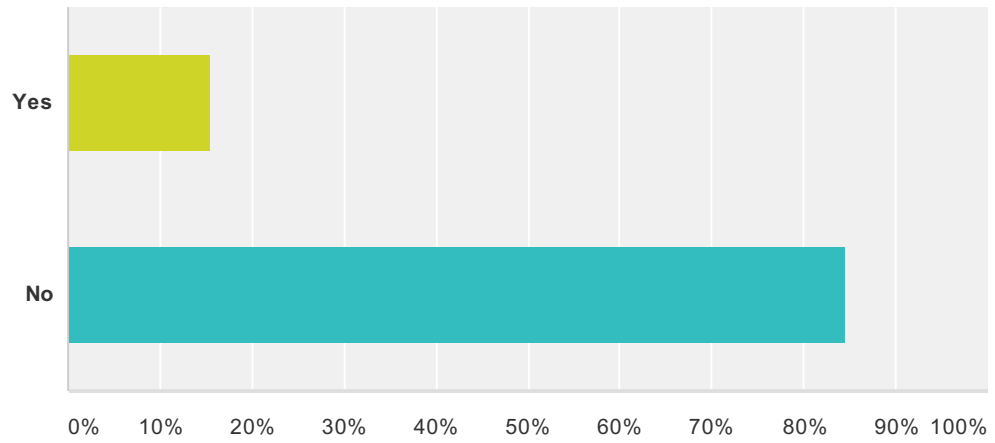
Answered: 26 Skipped: 0



Answer Choices	Responses	
Yes	73.08%	19
No	26.92%	7
Total		26

Q16 Do you conduct a formal pre-new hire technology training assessment?

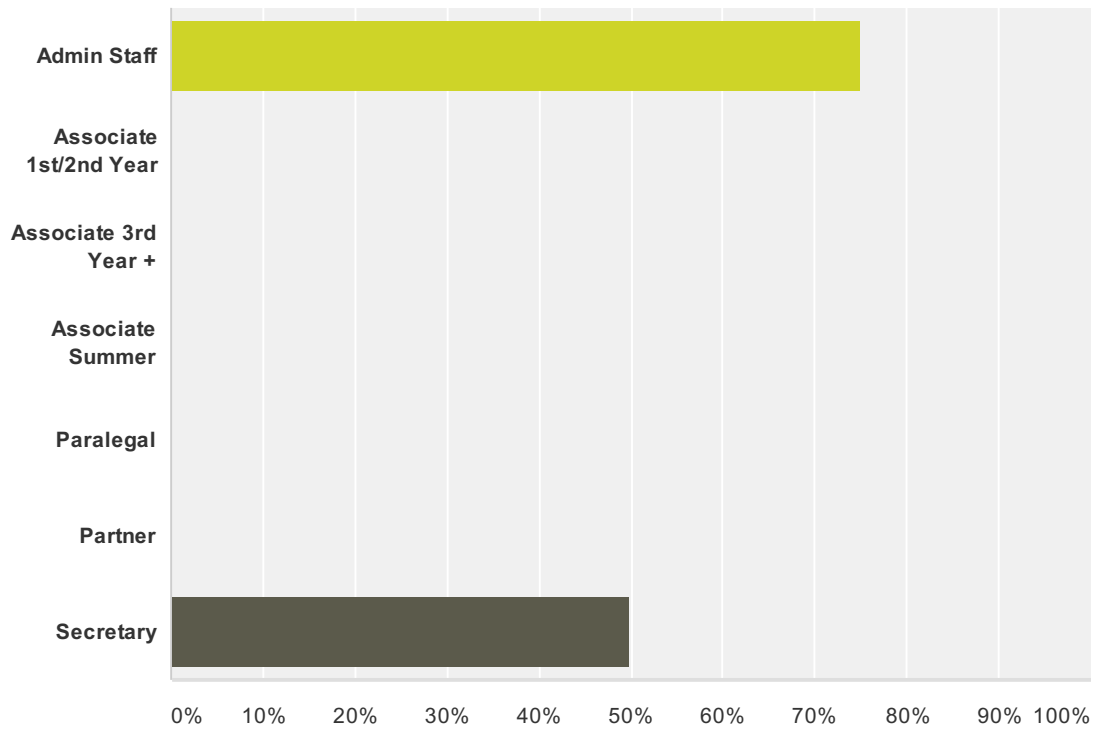
Answered: 26 Skipped: 0



Answer Choices	Responses
Yes	15.38% 4
No	84.62% 22
Total	26

Q17 Select all of the new hires who are formally assessed before new hire technology training:

Answered: 4 Skipped: 22



Answer Choices	Responses	Count
Admin Staff	75.00%	3
Associate 1st/2nd Year	0.00%	0
Associate 3rd Year +	0.00%	0
Associate Summer	0.00%	0
Paralegal	0.00%	0
Partner	0.00%	0
Secretary	50.00%	2
Total Respondents: 4		

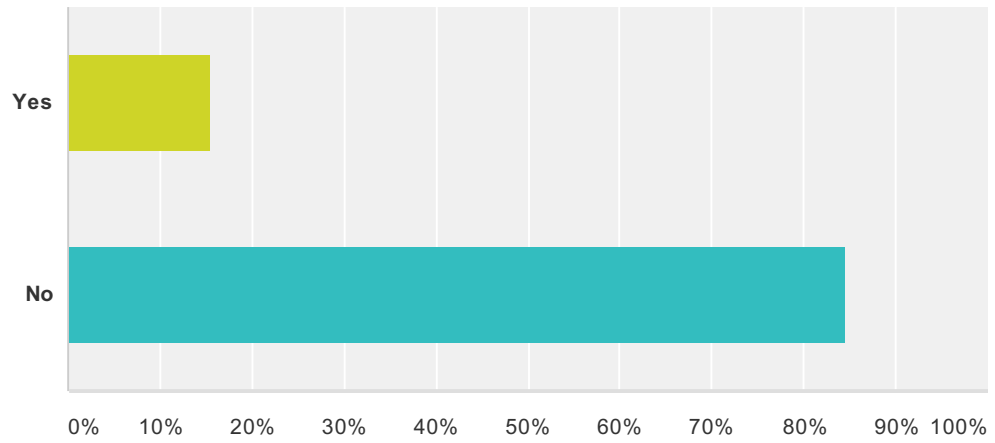
Q18 What tool do you use for your pre-training assessment?

Answered: 4 Skipped: 22

#	Responses	Date
1	Live Content Studio/TutorPro	2/12/2014 4:23 PM
2	Provelt testing	2/12/2014 1:14 PM
3	We have created an assessment in house.	2/7/2014 5:21 PM
4	tyu	2/4/2014 1:26 PM

Q19 Do you conduct a formal post-new hire technology training assessment?

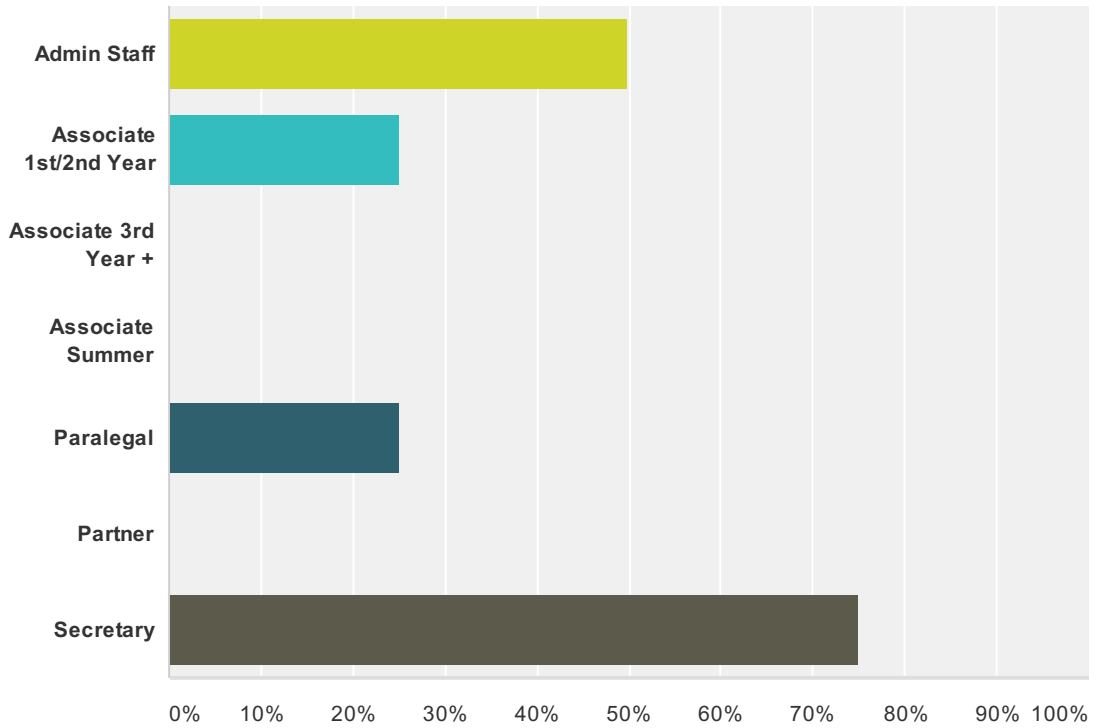
Answered: 26 Skipped: 0



Answer Choices	Responses
Yes	15.38% 4
No	84.62% 22
Total	26

Q20 Select all of the new hires who are formally assessed after new hire technology training:

Answered: 4 Skipped: 22



Answer Choices	Responses	Count
Admin Staff	50.00%	2
Associate 1st/2nd Year	25.00%	1
Associate 3rd Year +	0.00%	0
Associate Summer	0.00%	0
Paralegal	25.00%	1
Partner	0.00%	0
Secretary	75.00%	3
Total Respondents: 4		

Q21 What tool do you use for your post-training assessment?

Answered: 4 Skipped: 22

#	Responses	Date
1	Live Content Studio/TutorPro	2/12/2014 4:24 PM
2	One-on-one follow up review.	2/12/2014 1:14 PM
3	we've created an in house assessment.	2/7/2014 5:21 PM
4	qwer	2/4/2014 1:26 PM

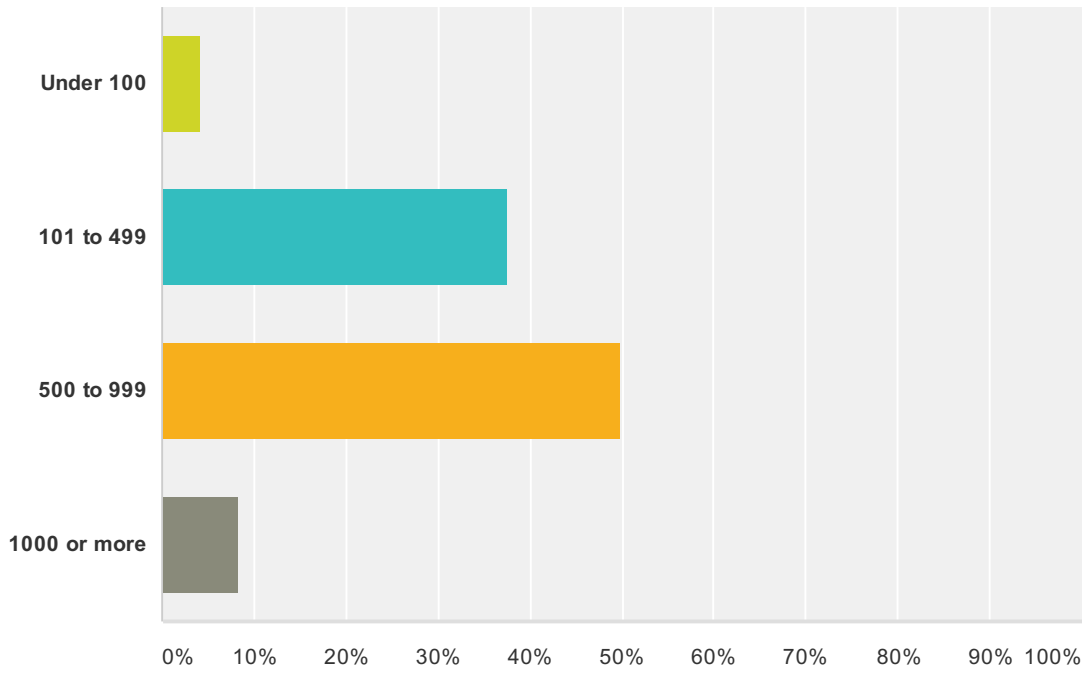
Q22 Please tell us what you have changed in your new hire technology training program in the past year.

Answered: 16 Skipped: 10

#	Responses	Date
1	Increased hours	2/24/2014 4:40 PM
2	Added new softwares	2/12/2014 1:15 PM
3	Nothing	2/12/2014 12:49 PM
4	Introduced more device training, as new associates now receive several.	2/12/2014 12:36 PM
5	More time with associates, from 3 hours to 5 hours.	2/12/2014 11:15 AM
6	More videos, exercises both in class and independently.	2/12/2014 9:12 AM
7	Less time and more follow-up with more and more emphasis on eLearning	2/10/2014 2:35 PM
8	Nothing.	2/7/2014 5:22 PM
9	Added classroom and WebEx telephone training	2/7/2014 4:52 PM
10	N/A: I'm new at the firm.	2/7/2014 3:53 PM
11	We have moved to a more standard schedule, such that we would only offer training on certain days, but it is still not solid.	2/7/2014 12:03 PM
12	My focus changed from delivering a complete overview to offering only what is needed at the time. This is directed by the needs of the client and the work they need to complete.	2/7/2014 8:41 AM
13	Introduced e-learning Incorporated subject matter experts Added additional topics as separate sessions for Summer and First Year Associates	2/6/2014 5:00 PM
14	More e-Learning; shortened Remote Access.	2/6/2014 1:12 PM
15	I've added remote computing as a key element. Since Hurricane Sandy its become more of a priority. Also I've made changes based on feedback from our 1st year Associate Committee.	2/6/2014 1:06 PM
16	qwer	2/4/2014 1:26 PM

Q23 Indicate the number of total lawyers at your firm:

Answered: 24 Skipped: 2



Answer Choices	Responses	
Under 100	4.17%	1
101 to 499	37.50%	9
500 to 999	50.00%	12
1000 or more	8.33%	2
Total		24