TRAINING & CONSULTING FACT SHEET

BUSINESS WORKFLOW CONSULTING

CS PROFESSIONAL SUITE®

Our Business Workflow Consulting is designed to help you take a step back and look at your daily processes objectively to see where you can improve efficiency. We'll spend some time with you and your key staff observing your daily practices, and make recommendations based on both quantitative and qualitative analysis.

Your consultation will progress through the following phases and conclude with a detailed report and review session.

PHASES OF BUSINESS WORKFLOW CONSULTING

PRE-ANALYSIS—In this phase, a conversation between your consultant and firm leadership allows us to:

- Understand your future business vision, firm structure, clients, and growth plans.
- Gather data through survey tools and a phone interview.
- Set the groundwork for the areas we will focus on.
- Pull together information about your firm data, hardware in use, goals, strengths, opportunities and areas of concern in your processes.

ONSITE ANALYSIS—In this phase, your consultant will:

- Visit your office and observe your business workflow.
- Interview key staff members involved in your firm's workflow to discover strengths, challenges, how technology is currently used and other areas of interest identified during the pre-analysis phase.
- Evaluate your current usage of Thomson Reuters products and identify where additional efficiencies can be gained.

SUBJECT MATTER EXPERT—In this phase, our panel of subject matter experts will:

- Review your information and begin their analysis.
- Work with your consultant to develop specific recommendations for your firm.

REPORT FINDINGS—In this phase, we provide you with a comprehensive review document that includes:

- Specific recommendations that will yield immediate benefits to your firm.
- Suggested methods for addressing your goals while increasing ROI. To conclude the consultation, we'll review our findings with you over the phone and discuss the recommendations.

CUSTOMIZE YOUR SESSION

As an additional option, you may request further contact with your consultant; simply decide the amount of time you'd like for follow-up and talk to your representative. Many firms take advantage of this customized time to get additional feedback as they implement recommendations.

WHY SHOULD YOU CONSIDER BUSINESS WORKFLOW CONSULTING?

Many firms find it difficult to objectively review their processes because they're too close to them on a day-to-day basis. Here are just a few benefits of working with a consultant:

- Our consultants are experts; they've worked with hundreds of firms and have years of experience. Their unique skills allow them to pinpoint, evaluate, and report back on process and communication issues and show you how to overcome them.
- The analysis findings will show how to better align your staff and workflow with your firm's vision.
- The recommendations we provide your firm and the review of your findings report will help you understand if your firm is getting the most out of its current software. Wherever your results indicate an area that can be improved, action steps to achieve success will be provided.

We also provide insight into how other firms of comparable size are benefitting from Thomson Reuters applications and technology, and the specific areas you need to focus on to stay competitive.

LEARN MORE — For more about our Business Workflow Consulting email **CS.Sales@ThomsonReuters.com,** or call **800.968.8900**.