

STAFFING STUDY: HOW ARE YOU DOING “MORE WITH LESS”?

Many library departments had an exponential growth in work during the last ten years with new technologies and demands of business. The economic downturn has meant that many teams have had to be tempered and reduced leaving a core of highly competent individuals who are coping with a volume of work that is not only significant but growing in size and complexity.

The library department continues to grow despite constrained staffing levels and this expansion has given the firm many of the services required by a larger progressive firm and has supported the development of the firm at the same time. With the objective to accommodate the need to do “more with less” is it time to take a step back to determine if a better structure needs to be in place for the future?

To assist you with an independent view, Nina Platt Consulting’s industry professionals have extensive experience in planning, developing and implementing staff planning in law firm libraries and we will work with you to examine if you need any changes to structure and the team development may be required to achieve your goals.

Some of the factors that may be investigated are:

Q. Is the team being utilized in the most effective manner?

Q. Could the team structure and reporting lines be streamlined?

Q. Is there more team members can offer based on untapped skills?

Q. With limited training or development could team members expand their role and competencies?

Q. What personnel development could take place that may maintain or increase morale?

Q. What low cost team building exercises could evolve cohesion and unity in the team?

Our study will include several steps to determine if a revised department structure and staffing plan is required by:

- Interviewing management and direct reports
- Gathering and reviewing additional information needed to determine new organizational structure (annual reports, business plans, etc.)
- Summarize research
- Write recommendation report for new organizational structure



Once you have a detailed plan of the structure required you can begin to ascertain the work required to implement recommendations. Will it be done in-house or outsourced? Will you need someone to develop the training and development policies and plans to support your team?

Our review will provide:

- Summary of research including information gathered and interviews with management and direct reports
- Recommendation for proposed organization
- Policy & Procedure Recommendations

There are many good reasons for wanting to review or develop a your team planning and many ways to go about doing so. The key is to have planned your strategy before starting to make sure the initiative is successful.

Starting at \$1,500 for the complete service, Nina Platt Consulting works with law firms to develop highly effective strategies and the plans needed to manage the library process from beginning to end. We can work with you to make your team not only efficient but effective in communication and output to the practice group. Contact us to find out more information about this service.



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Nina Platt Consulting Inc.
7210 165th St E
Minneapolis MN 55372
Phone: 612-235-7486
Email: nplatt@ninaplatt.com