

COAT DECISION WRITING PROGRAM

12 & 13 March 2020 Sydney CBD

The Council of Australasian Tribunals is offering a two-day Decision Writing program for members with a minimum of two years experience. The program is designed to improve decision writing skills through analysis, discussion and the rewriting of aspects of reasons for decision. It's a highly interactive program and will provide participants with practical tools and tips for better decision writing.

Presenters include an experienced tribunal member, a judicial officer and a professional writer.

Topics include:

- preparing and planning reasons for decisions
- structuring reasons for decisions
- writing decisions that are clear, comprehensive and convincing
- getting started and keeping going.

DAY 1	Description
9.00 -9.45	Introductions and overview of the program
9.45 – 11.15	What are adequate reasons? <ul style="list-style-type: none"> - the purpose of reasons and what courts and reviewers expect - tips for appeal proofing - exercise
11.15 – 11.45	Morning tea
11.45 – 12.45	Using the issues focused method <ul style="list-style-type: none"> - identifying and sequencing the issues and using them to build the framework for the decision.
12.45 -1.15	What makes an effective beginning? <ul style="list-style-type: none"> - understanding the purpose of an introduction in a statement of reasons.
1.15 – 2.00	Lunch
2.00 – 3.30pm	Writing an introduction to a tribunal decision <ul style="list-style-type: none"> - practical exercises writing introductions
3.30 – 3.45	Comfort Break
3.45 – 4.15	Writing an introduction to a tribunal decision continued
4.15 - 4.30	Review of day one & overview of day two

DAY 2	Description
9.00 – 9.05	Welcome to day two
9.05 – 10.45	A writer's perspective <ul style="list-style-type: none"> - how to explain complex, cumbersome ideas in a way that's easily grasped - how to write to persuade - useful guidelines and tips - procrastination tips & strategies Introductions and overview of the program
10.45 – 11.00	Morning tea
11.00 – 1.00	Style and review <ul style="list-style-type: none"> - plain style – what is it? - style pitfalls to avoid - tips and tricks for effective editing and reviewing
1.00 – 1.45	Lunch
1.45 – 3.00	Revisiting the issues and aligning the introduction <ul style="list-style-type: none"> - revisit the issues identified and phrased in day one, make amendments to phrasing and sequence and finesse the introduction.
3.00 – 3.15	Comfort Break
3.15 -3.55	Analysing the Issues <ul style="list-style-type: none"> - making findings of fact - IRAC (Issue, Rule, Application, Conclusion), factors and guidelines
3.55 -4.00	Conclusion of program <ul style="list-style-type: none"> - feedback and evaluation

To register contact:

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Cost - \$795 + GST per participant