

## COAT DECISION WRITING PROGRAM

### Overview

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?<br><ul style="list-style-type: none"> <li>- the purpose of reasons and what courts and reviewers expect</li> <li>- tips for appeal proofing</li> <li>- exercise</li> </ul> |
| 11.15 – 11.45 | Morning tea                                                                                                                                                                                           |
| 11.45 – 12.45 | Using the issues focused method<br><ul style="list-style-type: none"> <li>- identifying and sequencing the issues and using them to build the framework for the decision.</li> </ul>                  |
| 12.45 -1.15   | What makes an effective beginning?<br><ul style="list-style-type: none"> <li>- understanding the purpose of an introduction in a statement of reasons.</li> </ul>                                     |
| 1.15 – 2.00   | Lunch                                                                                                                                                                                                 |
| 2.00 – 3.30pm | Writing an introduction to a tribunal decision<br><ul style="list-style-type: none"> <li>- practical exercises writing introductions</li> </ul>                                                       |
| 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  | <p>A writer's perspective</p> <ul style="list-style-type: none"> <li>- how to explain complex, cumbersome ideas in a way that's easily grasped</li> <li>- how to write to persuade</li> <li>- useful guidelines and tips</li> <li>- procrastination tips &amp; strategies</li> </ul> <p>Introductions and overview of the program</p> |
| 10.45 – 11.00 | Morning tea                                                                                                                                                                                                                                                                                                                           |
| 11.00 – 1.00  | <p>Style and review</p> <ul style="list-style-type: none"> <li>- plain style – what is it?</li> <li>- style pitfalls to avoid</li> <li>- tips and tricks for effective editing and reviewing</li> </ul>                                                                                                                               |
| 1.00 – 1.45   | Lunch                                                                                                                                                                                                                                                                                                                                 |
| 1.45 – 3.00   | <p>Revisiting the issues and aligning the introduction</p> <ul style="list-style-type: none"> <li>- revisit the issues identified and phrased in day one, make amendments to phrasing and sequence and finesse the introduction.</li> </ul>                                                                                           |
| 3.00 – 3.15   | Comfort Break                                                                                                                                                                                                                                                                                                                         |
| 3.15 -3.55    | <p>Analysing the Issues</p> <ul style="list-style-type: none"> <li>- making findings of fact</li> <li>- IRAC (Issue, Rule, Application, Conclusion), factors and guidelines</li> </ul>                                                                                                                                                |
| 3.55 -4.00    | <p>Conclusion of program</p> <ul style="list-style-type: none"> <li>- feedback and evaluation</li> </ul>                                                                                                                                                                                                                              |

### To register interest:

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