



Report and Ministerial Writing

One on One (1/2 day), Small or Large Groups (1/2 to 1 day)

Ministerial correspondence and report writing (including briefs and submissions) can be the most important and challenging writing that you will face as an APS officer. Writing ministerial and reports often means having to work under pressure to meet tight deadlines on policy sensitive issues. This workshop is designed to equip you with the skills and confidence to tackle the time sensitivity and pressure of writing in the Public Sector.

OVERVIEW

Participants will learn:

- the importance of ministerial correspondence in the APS
- the characteristics of a good ministerial
- the challenges when writing for the Minister
- the skills required to write a good ministerial
- the value of knowing the sensitivities of the audience, the communication barriers and how to overcome them
- how to structure a good ministerial – designing a logical argument that is persuasive and addresses the perceived concerns of the audience
- how to write plain English which is reader-friendly
- terms that are inappropriate when writing ministerial correspondence
- do's and don'ts of ministerial writing – check list
- how to write a short report (including briefs and submissions)
- how to organise the structure of a report
- the importance of being objective
- a process to define the terms of reference
- what to include in an executive summary
- the value of a reader-friendly layout
- editing – what you don't want your supervisor to pick up!
- do's and don'ts of report writing - check list
- supervisory tips when training others to write well



TESTIMONIALS

“Very friendly, wonderful trainer. Really enjoyed the practical games, scrabble & bingo.”

“Easy to understand and relaxing atmosphere. This is definitely a worthwhile course.”

“The best things was learning to be confident about what I write and knowing I now have the skills to write it. A fantastic trainer who has helped me a lot in the past two sessions.” – Jessica Heinle, Defence

“The trainer was so easy to understand and enthusiastic with her workshop delivery” – Karen Guthrie, Defence

“Excellent Course – Well presented with good contributions by all members” – Stephen Gillow, AQIS.

“The best writing course I have attended” – Stacey Gibson, DAFF.

“Great presenter. Keeps it fun while we learn.” – Glenn Cowling, AusIndustry.

“The whole content was very well presented.” – Jenny Best, Defence

“The workshop broadened my knowledge of writing and gave me confidence that what I am doing is OK.” – Susan Taylor, Defence

SCHEDULE

9:00am	WELCOME Introductions Your objectives for the day
9:20am	Why is writing ministerial correspondence so important to the APS? What are the challenges? What makes a good ministerial? In this module participants will discuss <ul style="list-style-type: none"> - why ministerial writing is considered more important than other writing - the unique challenges when writing for a politician and - the characteristics of a good ministerial.
10:00am	What skills do you require to write a good ministerial? As well as the ability to write well, ministerial writing requires a range of skills. The ability to research, identify and present material in a reader-friendly manner is a sought after skill in the APS. Participants will discuss these skills.
10:30am	<i>Morning Break (20 Minutes)</i>
10:50am	Who is your audience? Participants analyse the different types of ministerials they receive, anticipate possible communication barriers and how to overcome them.
11:10am	Planning tools In this module participants will discuss the use of planning tools to help them to structure their responses.
11:20am	Structures – Do you need to give good or bad news? Do you need to respond and support an unpopular Departmental policy? How the content and structure of a response is written can determine the impact on the reader. Participants will learn to better structure the good or bad news letter, a request for information, put forward a convincing argument or be more persuasive.
12:00pm	Plain English and reader-friendly writing How will your reader understand bureaucratic language? In this module the participants will discuss the use of plain English including common grammatical errors.
12:30pm	Language When writing ministerial correspondence, some terms are definitely inappropriate. Participants will discuss these terms and their particular Minister's preferences.
12:40pm	Do's and don'ts ministerial writing checklist

12:45pm	<i>Lunch (45 minutes)</i>
1:30pm	<p>How to write a short and long report (including briefs and submissions)</p> <p>What reports do you write?</p> <p>Defining the terms of reference</p> <p>Writing an objective</p> <p>Participants will discuss the types of reports written in their organisation, learn to how to develop the terms of reference (if required) and write a clear objective.</p>
2:00pm	<p>Organising a structure and making recommendations</p> <p>Participants will learn how to plan the structure of a report.</p> <ul style="list-style-type: none"> - develop meaningful headings - arrange ideas in a logical order - use language to make sound recommendations.
3:00pm	<i>Afternoon Break (15 Minutes)</i>
3:15pm	<p>Language – Plain English and reader-friendly</p> <p>Participants discuss the importance of making the report accessible to the reader especially when technical.</p>
3:30pm	<p>Executive Summary</p> <p>Participants will learn why an executive summary is important, how to choose appropriate information to include and how to follow a process to write a mind-blowing executive summary that is so engaging the reader will actually want to read the report!</p>
3:45pm	<p>Layout</p> <p>The way that we articulate a text is also important to keep our reader engaged. Participants will discuss the importance of layout and how they can improve the way in which they present documents.</p>
4:00pm	<p>Editing</p> <p>Participants will learn how to edit, check and know when it is ready to present to their supervisor.</p>
4.10pm	Do's and don'ts report writing checklist
4.20pm	Supervisory tips when training others to write well
4:30pm	<i>Finish</i>



Enrolment Form – Report and Ministerial Writing

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.