



## *Report and Ministerial Writing*

### **One Day Workshop**

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



|         |   |
|---------|---|
| 9:00am  | <p><b>WELCOME</b><br/> <b>Introductions</b></p> <p>Your objectives for the day</p>  |
| 9:20am  | <p><b>Why is writing ministerial correspondence so important to the APS?</b></p> <p><b>What are the challenges?</b></p> <p><b>What makes a good ministerial?</b><br/>       In this module participants will discuss</p> <ul style="list-style-type: none"> <li>- why ministerial writing is considered more important than other writing</li> <li>- the unique challenges when writing for a politician and</li> <li>- the characteristics of a good ministerial.</li> </ul> |
| 10:00am | <p><b>What skills do you require to write a good ministerial?</b></p> <p>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. Overcoming writer's block. The first draft.</p>   |
| 10:30am | <p><i>Morning Break (20 Minutes)</i></p>  |
| 10:50am | <p><b>Who is your audience?</b></p> <p>Participants analyse the different types of ministerials they receive, anticipate possible communication barriers and how to overcome them.</p>  |
| 11:10am | <p><b>Planning tools</b></p> <p>In this module participants will discuss the use of planning tools to help them to structure their responses.</p>   |
| 11:20am | <p><b>Structures –</b></p> <p><b>Do you need to give good or bad news? Do you need to respond and support an unpopular Departmental policy?</b></p> <p>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.</p>  |
| 12:00pm |   |



|         |  |
|---------|--|
| 12:30pm | <p><b>Language</b><br/>         When writing ministerial correspondence, some terms are definitely inappropriate. Participants will discuss these terms and their particular Minister's preferences.</p>   |
| 12:40pm | <p><b>Do's and don'ts ministerial writing checklist</b></p>  |
| 12:45pm | <p><i>Lunch (45 minutes)</i></p>   |
| 1:30pm  | <p><b>How to write a short and long report (including briefs and submissions)</b><br/> <b>What reports do you write?</b><br/> <b>Defining the terms of reference</b><br/> <b>Writing an objective</b><br/>         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><b>Organising a structure and making recommendations</b><br/>         Participants will learn how to plan the structure of a report.</p> <ul style="list-style-type: none"> <li>- develop meaningful headings</li> <li>- arrange ideas in a logical order</li> <li>- use language to make sound recommendations.</li> </ul>   |
| 3:00pm  | <p><i>Afternoon Break (15 Minutes)</i></p>   |
| 3:15pm  | <p><b>Language – Plain English and reader-friendly</b><br/>         Participants discuss the importance of making the report accessible to the reader especially when technical.</p>   |
| 3:30pm  | <p><b>Executive Summary</b><br/>         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><b>Layout</b><br/>         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 | <b>Editing</b><br>Participants will learn how to edit, check and know when it is ready to present to their supervisor. |
| 4.10pm | <b>Do's and don'ts report writing checklist</b>  |
| 4.20pm | <b>Supervisory tips when training others to write well</b>   |
| 4:30pm | <i>Finish</i>  |



**Enrolment Form - Report and Ministerial Writing**

ABN 34073999185

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to  
 bookings@acorntraining.com.au

Venue:                      Acorn Training Centre: 74 Townshend St Phillip  
 Course date:  
 Time:                        9.00 a.m. to 4.45 p.m.

| Attendee               | Email Address | Date of Workshop |
|------------------------|---------------|------------------|
| 1.                     |               |                  |
| 2.                     |               |                  |
| 3.                     |               |                  |
| 4.                     |               |                  |
| 5.                     |               |                  |
| 6.                     |               |                  |
| <b>Organisation</b>    |               |                  |
| <b>Branch/Division</b> |               |                  |
| <b>Address</b>         |               |                  |
| <b>Phone #</b>         |               |                  |
| <b>Fax #</b>           |               |                  |

**Payment Details**

Total price \$495 x \_\_\_\_\_ attendees = \$\_\_\_\_\_

**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 course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.