

IN BRIEF: WRITING MINISTERIALS

Learn how to prepare written materials for Ministers and Chief Executives as well as to meet the expectations of ministerial staff.

Content

- The Ministerial process.
- Matters to think about when drafting Ministerials.
- Checklists for gathering information and writing a Ministerial.
- Case studies and practical exercises.

Outcomes

- Have a greater understanding of what a Minister requires from responses prepared by agency staff.
- Be able to identify the different types of Ministerial responses.
- Know what constitutes an effective Ministerial response.
- Be able to apply the skills to draft a Ministerial response, by following a practical, step-by-step process.
- Have improved your professional writing skills.

Who Should Attend

This course is relevant if you write or contribute to ministerial correspondence, including briefings, letters, submissions, parliamentary questions, etc.

Benefits to you and your organisation

This course will enable you to produce improved writing results and facilitate trust between departments and the community by providing well-written ministerials.

Competency Framework

Entry Level Common (AS01-AS02)
First Line Manager Common/Core (AS02-AS05)

Facilitator

Sue Averay

Contact

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08 8212 7555

Duration

1 half day
9:00am-12:30pm
8:45am registration

Dates & Bookings

[Please refer here](#)

Location

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions

Workbook, morning tea
and refreshments

Costs

Professional Members \$260
State Gov Members \$295
Corporate Members \$305
Non-Member \$325

