

In Brief: Writing Ministerials

Overview

This course explores the processes, requirements and skills for writing Ministerials, that range of documents providing advice and information to decision makers. It will assist you in understanding the processes for preparing written material for Ministers and Chief Executives, as well as meeting the expectations of ministerial office staff. This is a highly practical course and includes case studies and practical exercises.

Competency Framework:

Entry Level Common
(ASO1-ASO2)
First Line Manager Common/
Core (ASO2-ASO5)

Facilitator:

Sue Averay

Duration:

1 half day
9:00am – 12:30pm
(8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive
workbook, morning tea
and refreshments.

Cost:

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

Contact:

t: 08 8212 7555
e: enquiries@sa.ipaa.org.au

Content

Topics to be covered include:

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

Outcomes

By the end of this course you will be able to:

- 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

- You will get better results for your Ministerial writing effort.
- You will have a better understanding of the needs of the Minister, the Chief Executive and their offices.
- You will understand what you can control in the ministerial writing process and what you need to be pragmatic about.
- Prompt, well-written Ministerials promote trust between the department and the community.
- Well-written Ministerials mean managers can focus on matters of fact or policy rather than on correcting writing errors.

Testimonial:

"Sue is a clear communicator and very interesting to listen to. I liked her use of personal experiences from her time at the Dept. for the Environment" – 11 April 2017