



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

## Facilitator

Sue Averay

## Register

[www.sa.ipaa.org.au](http://www.sa.ipaa.org.au)  
[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

## Duration

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

## Dates & Bookings

See [IPAA SA website](http://IPAA SA website)

## 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

