



Institute of Public
Administration Australia
SA Division

Professional Development Program

A practical program of short courses tailored for public sector employees and designed to broaden skills and increase confidence and effectiveness.

Ministerial Correspondence Writing

Overview

Each day, Ministers receive correspondence or queries from the public, interest groups and professional bodies, as well as other Ministers and MPs.

When a response is required, the correspondence is sent to relevant agency staff, who are then responsible for writing and editing 'Ministerials'.

The skills to prepare responses on behalf of, or briefings for, Ministers are highly regarded.

In this course we look at the processes, expectations and requirements for preparing written material for Ministers, including letters, briefings, background reports and responses to questions and proposals.

A highly practical course, employing numerous case studies, it includes information and examples on content and writing techniques to fit the many different processes, contexts and audiences you might be called upon to satisfy.

Content

Topics to be covered include:

- Introduction to departmental, inter-agency and parliamentary processes which briefing materials are used for.
- Understanding the expectations and requirements for preparing written material for Ministers.
- An outline of the core types of ministerials (briefings, complaint letters, etc).
- How to draft effective briefing materials and ministerials.
 - Examples of content and writing techniques to fit processes, contexts and audiences.

- Use of contemporary case studies.
- Checklists and models for gathering information and writing ministerials.

Participants will practice on case studies and then critique each other's work.

Learning Outcomes

Participants 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.
- Have the skills to draft a ministerial response, by following a practical, step-by-step process.

Related Courses

- Introduction to Public Policy

Who Should Attend?

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

It will also suit staff and managers who coordinate the input of others into ministerials.

Pre-requisites or assumptions

No assumption is made that you will have academic or professional qualifications in this topic area.

Course Facilitator

Andrew Bishop, Locher HR

About IPAA

The Institute of Public Administration Australia (IPAA) is the professional association for employees within the public sector.

IPAA's vision is to be a valued partner in a vibrant South Australian public sector with a mission to influence and build the capability of individuals and agencies in the public sector which contributes to the prosperity of South Australia.

Past Participants

"Clear, good use of 'real' examples"

"Dealing with a whole variety of examples of ministerials was beneficial"

Course Basics

One full day

Wednesday 17 March 2010

8.30am Registration

4.30pm Conclusion

Includes morning/afternoon tea and lunch

Venue: IPAA Training Room

Level 6, 12 Pirie St Adelaide

Fees (including GST):

Individual Member cost: \$377

Corporate Member cost: \$418

Non-Member: \$483

Register at www.sa.ipaa.org.au/Events/ipaaWorkshops.asp