

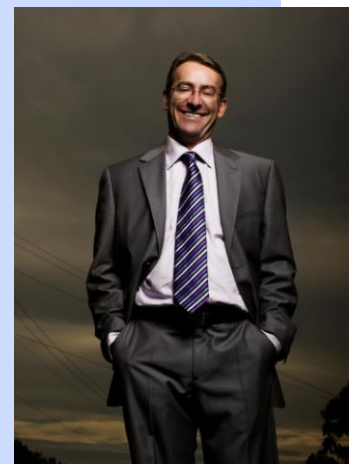


Dear Minister

*Writing effectively
for your minister*

'The Dear Minister course shows you how and why key, ministerial documents are written. You will develop and apply your writing skills with growing confidence.'

Francis Walsh



What this course aims to achieve.

This popular, one-day course aims to help you to develop skills in writing three important types of documents for your minister:

- correspondence
- Question Time Briefs
- action briefings.

What this course will try to help you do.

- Develop a deeper understanding of the purpose of these three types of documents.
- Improve your writing skills by focusing on the structural and logical characteristics of these documents.
- Sharpen your understanding of and abilities to meet the informational, psychological and political requirements of your minister.
- Update your knowledge of the current trends that influence the creation of ministerial documents.

What this course is like.

The presentation is a combination of brief lectures, exercises and discussions. You will receive extensive, course documentation.

The learning environment is friendly, relaxed and supportive. You could expect that other participants will share similar experiences and have skills that are like to yours.

Francis Walsh will be able to help you (if you wish) during and after the course.



What you will do during the course.

- Study the characteristics of ministerial correspondence.
- Complete an exercise in writing correspondence.
- Develop appropriate skills in using public sector, writing conventions.
- Practise varying your writing style to meet the needs of different readers.
- Examine the functions and characteristics of Question Time Briefs.
- Write a Question Time Brief.
- Learn the significant elements of successful ministerial briefings.
- Practise developing a ministerial briefing.
- Develop a deeper understanding of the professional and political context in which these documents are created.

What you will be able to do after the course.

If you follow the principles and techniques learned in this course, you will be able to apply newly learned writing skills immediately upon your return to work.

You will be able to respond more competently to demands for ministerial correspondence, Question Time Briefs and other ministerial briefings. You will be able to modify your writing style to ensure that your text is, at all times, clear and concise for particular readers.



Who you will meet at this course.

Typically, you will develop your skills with public sector workers who need to write ministerial correspondence, Question Time Briefs and/or ministerial briefings.

Some participants deal with these documents every working day. Others will have had no experience of them before attending this course. Many of the participants will have a university-level education; others will have high school, senior college and/or TAFE qualifications.

What participants have said.

'Over the years, I have attended many courses and I was reluctant to come along to a writing course. However, this course was exceptional and I enjoyed every minute. Thanks a million.'

'Extremely valuable, very relevant and thoroughly enjoyable.'

'Best course I have ever attended in the eight years I have worked in government. Many thanks.'

'Great. Barely a boring moment.'

'Well presented. Well designed notes. Well organised. Very useful insights shared.'



What to do next.

Register for the next 'Dear Minister' course.

Dear Minister

If you have any queries, please contact our Business Manager or visit our website.

E: businessmanager@franciswalsh.com

T: (02) 6154 1501
(07) 3374 4368

W: www.franciswalsh.com

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What other courses Francis Walsh conducts.

Office Writing: two days that cover all the fundamental writing skills you need in the Australian public sector

Managing Writing: two days that will help you to write more effectively as you take a positive leadership role in the public sector

Editing and Proofreading (Red Pen): one day that provides everything you need to know to prepare public sector documents for release (inside or outside your organisation)

E-writing: a special, one-day, in-house course that shows you how to write government, Internet and intranet documents

**Visit our website
for more information.**

www.franciswalsh.com

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