



Council of Canadian Administrative Tribunals

CCAT's

Post-Conference Training Day

*Using Plain Language -
A Day in the Life of a Case*

Halifax Marriott Harbourfront

Nova Scotia Ballroom D

Halifax, Nova Scotia

June 3, 2009



Training Day Program

Council of Canadian
Administrative Tribunals
25th Annual Conference

25
YRS/ANS

Conseil des tribunaux
administratifs canadiens
25^e Congrès annuel

Chair of the Organizing Committee

Linda Gehrke
Chair, CCAT's Professional Development Committee,
and Lobbyist Registrar, Office of the Lobbyist Registrar
City of Toronto

(Aussi disponible en français)

**Wednesday, June 3, 2009**

8:00 - 8:45

REGISTRATION AND CONTINENTAL BREAKFAST*Ballroom Foyer*

8:45 - 9:00

WELCOME AND INTRODUCTIONS*Nova Scotia D*

Linda Gehrke, Chair, CCAT Professional Development Committee

9:00 - 9:30

SPEAKING IN PLAIN LANGUAGE

Commentary by the Honourable Justice Pierre-C. Gagnon, Cour supérieure du Québec

9:30 - 10:30

EFFICIENT, EFFECTIVE, HUMAN

A practical approach to writing plain language and client-centred forms, brochures and websites

Presenter: Diane L. Macgregor, Communications Nova Scotia

10:30 - 10:45

REFRESHMENT BREAK

10:45 - 11:45

EFFICIENT, EFFECTIVE, HUMAN, continued

11:45 - 12:00

VIDEO PRESENTATIONSA presentation of: *A guide to Oral Hearings*, Nova Scotia Workers' Compensation Appeals Tribunal
Information Video: Tribunal administratif du Québec

12:00 - 1:00

WORKING LUNCHA short scenario will be handed out to participants for the afternoon session: *Opening a Hearing*

1:00 - 2:00

EXERCISE – OPENING A HEARING

Moderator: Anne Leydet, juge administratif, Tribunal administratif du Québec

2:00 - 4:30

WRITING DECISIONS IN PLAIN LANGUAGE

Moderator : Brian E. Sharp, Department of Labour, Nova Scotia

4:30

WORKSHOP CONCLUDES**GENERAL INFORMATION****ACCREDITATION**

CCAT is pleased to inform participants that the Post-Conference Training Day has been accredited by several Law Societies and count for a total of 7.5 hours of continuing legal education (CLE).

The Law Societies are: Le Barreau du Québec, the Law Society of Upper Canada and the Law Society of British Columbia.

SIMULTANEOUS TRANSLATIONThe session will be offered in English only. A French session is planned for June 2, 2010, after the close of the 5th International Conference to be held in Montreal next year.**EVALUATION FORM**

Participants' kits contain a Training Day Evaluation Form. Please complete and deposit in the box at the reception desk.

PRESENTATIONS BY SPEAKERS

The papers and presentations of speakers will not be reproduced but will be available on CCAT's website after the conference. Please note that only papers authorized to be posted by their authors will be on the website.

FOR MORE INFORMATIONArthur B. Trudeau
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E-mail: ABTrudeau@videotron.ca**2009 Post-Conference Training Day
Organizing Committee**

CCAT extends sincere appreciation to the volunteers who gave generously of their time and effort to bring you this training day.

Chair of Organising Committee

Linda Gehrke, Chair, CCAT's Professional Development Committee and Lobbyist Registrar, City of Toronto

Committee members:

Louanne Labelle, Chief Appeal Commissioner, Workers' Compensation Appeals Tribunal, Halifax**Anne Leydet**, Juge administratif, Tribunal administratif du Québec**Diane L. Macgregor**, Editorial Consultant, Communications Nova Scotia**Brian E. Sharp**, Review Officer, Nova Scotia Labour and Workforce Development**Dawna J. Ring, Q.C.**, Member, Nova Scotia Utility and Review Board**Lilian Ma**, Chair, Landlord and Tenant Board, Ontario