



Post-Conference Training Day

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

Commission des lésions professionnelles

500 René-Lévesque Blvd. West

Montréal, Québec

June 2, 2010



5th

International Conference

Program

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 2, 2010

Post-Conference Training Day

Location:

Commission des lésions professionnelles
500 René-Lévesque Blvd. West, 17th Floor
Montréal, Québec H2Z 1W7

PLAIN LANGUAGE WORKSHOP

A day in the life of a case

This hands-on course, offered in English or French, will show how to communicate in plain language from intake to decision and beyond.

8:00 – 9:00

Registration and continental breakfast

9:00 – 9:45

Keynote address: Why plain language?

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

9:45 – 11:30

Web-writing, brochures and other written communication materials — A practical approach to plain language forms, brochures, and websites

Facilitator: Diane Macgregor, Editorial Consultant, Communications Nova Scotia, Halifax

11:30 – 12:00

Opening a hearing — Introduction of a scenario

Facilitator: Diane K. Zwicker, Senior Solicitor – Legal Services, Nova Scotia Department of Justice, Halifax

12:00 – 1:00 Working lunch

1:00 – 2:00

Opening a hearing — Mock hearing

Facilitator: Diane K. Zwicker, Senior Solicitor – Legal Services, Nova Scotia Department of Justice, Halifax

2:00 – 4:00

Decision-writing: So much to write, so little time!

Speaker: The Honourable James D. Carnwath, Q.C., Toronto

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 (Registrants who wish attendance certificates are asked to submit a request by e-mail to the Executive Director by e-mail after the Training Day.)

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 by their authors will be posted on the website.

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 Organizing 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

Lilian Ma, Chair, Landlord and Tenant Board, Ontario

Diane K. Zwicker, Senior Solicitor – Legal Services, Nova Scotia Department of Justice, Halifax

FOR MORE INFORMATION

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