



Advocacy Skills Workshop

Sparke Helmore Lawyers – 24-25 August 2018

Please read the information below immediately and thoroughly as it is important to your preparation and contribution to learning at the workshop.

Dear Workshop Participant,

The AAI is pleased to be able to provide this advocacy workshop for you and we are sure that you will find this course helpful in improving your advocacy skills.

Workshop Program:

Part 1: Introductory Session – Friday 24 August, 2018

Time: 5.00pm to 7.00pm

Location: **Sparke Helmore**, Level 29, MLC Centre, 19 Martin Place, Sydney

Part 2: Advocacy Performance Skills Workshop – Saturday 25 August, 2018

Time: 9.00am to 5.15pm.

Location: **The Family Court of Australia, 99 Goulburn Street, Sydney.**

Workshop format:

The following “**Timetable and Task Allocation**” details the format for this workshop. At the start of the following Timetable you will find a table that allocates a GROUP and PARTICIPANT NUMBER for each participant.

On Saturday, Group Performance Sessions and Technique Sessions have been scheduled through the day. In the Group Sessions, you will break into smaller groups to individually **present your allocated advocacy tasks** before a Judge/Instructor in the same manner that you would present in court. You will find your allocated advocacy tasks set out within each session of the timetable.

Once you have finished each performance you will be given a review by the instructor. This review is designed to be positive, not critical. You will be given advice on ways that your individual performance can be improved using various advocacy skills, including a demonstration and explanation of the particular skills relevant to your performance.

The Workshop Case Studies:

We acknowledge that for some of you, the case studies we will use may not be of the type you generally deal with. We use these case studies deliberately as we believe them to be very good for the teaching of advocacy, demonstrating skills that can be applied in any jurisdiction. The advocacy skills you will learn will be of universal application – the same skills apply regardless of the type of case, the jurisdiction you appear in or the side you appear on. This has been proven in over two decades of advocacy instruction by the AAI.

Please don't get bogged down in your preparation with any legal technicalities within the case studies. Don't research or bring statutes or precedents. Do not be distracted with “the law”. Evidence is restricted to **only** that contained within each case study so you do not need to look outside the immediate information provided. The purpose of this workshop is to help you with how to structure a case, how to prepare, how to ask purposeful relevant questions, how to present an argument, how to be persuasive in court. We will not be concerned with jurisdictional procedure.

Preparation before the workshop:

This is a performance-based workshop. **NO** preparation time is included during the actual workshop.

You are required to prepare each of your set tasks between now and the commencement of the workshop. Please **allow yourself time to prepare properly** – it is anticipated that you should allocate 3 to 5 hours to this preparation.

Please also note that in the workshop group sessions, participants will be called upon to act as the witness when other participants are presenting tasks in Evidence in Chief and Cross Examination. A thorough knowledge and understanding of the facts of each case study will help both you and your colleagues get the most out of the workshop.

If you are not totally familiar with the requirements of any particular advocacy task, you may find it helpful to refer to the “Specific Advocacy Tasks” summary at the end of the Course Materials document.

You have also been provided with a pdf copy of the “AAI Advocacy Manual”, which contains detailed chapters on each of the advocacy tasks you will be presenting. This pdf version is copyright protected and thus is not able to be printed. It is designed to be a reference for you in your preparation for this workshop, and for your future as an advocate. It is not necessary to bring this to the workshop, however everything you will learn at the workshop is covered in the Manual.

Presenting your set tasks:

You will see in the timetable task allocations that a time limit has been set to present each task. Please prepare the whole of the task, even though the time allocation means you may not finish your presentation. Your review will be on that part of the task you present, not the parts you may not have reached.

At the close of the workshop the evaluation sheet provided with these materials will be collected. Please fill out this form before leaving as your (anonymous) comments help us structure future courses.

Dress is casual. Refreshments and lunch will be provided on Saturday.

Regards



Scott Wallace
General Manager, Australian Advocacy Institute.
Email: aai@advocacy.com.au



**Advocacy Skills Workshop
Sparke Helmore Lawyers - Sydney, 24-25 August 2018**

**TIMETABLE
AND
TASK ALLOCATIONS**

Advocacy Skills

IMPORTANT

- Each attendee has been allocated a participant number. This number can be found below.
- This timetable details when each participant will perform their tasks.
- **Familiarise yourself with ALL the case studies**
- **Consider how the case may be presented from each side**
- **Prepare to present the WHOLE ALLOCATED TASKS**
- **You may be asked to perform part of a task**
- **You will be reviewed on the part of the task you perform in the allotted time**

TIMES FOR PERFORMANCE AND REVIEW WILL BE STRICTLY OBSERVED

© **COPYRIGHT 2018 - Australian Advocacy Institute**

This material is copyright. Subject to the Copyright Act 1968, it or any of its parts may not be reproduced in any material form, performed in public, broadcast, transmitted by subscription, cable service, or adapted without the prior written permission of the Australian Advocacy Institute.

[v2.0]

FRIDAY 24 August 2018

4.45 to 5.00 pm (15 mins)	
	<u>REGISTRATION</u>
SESSION 1 5.00 to 7.00 pm (120 mins)	
General Session	<u>INTRODUCTION AND OVERVIEW</u>

GROUP AND PARTICIPANT NUMBER

Your participant number is used to determine which **TASKS** you will be performing in the timetable that follows.

Participant Number	Red Group	Blue Group	Green Group
1	Mia Donald	Angel Fernandes	Danielle Nicholson
2	Lani Carter	Tom Hillyard	Jacky Vetter
3	Leith Helsdon	Daphne Jones-Bolla	Claire Campbell
4	Nam Nguyen	Lino Kim	Jeremy Cummings
5	Kellie Latta	Laura Hinwood	Pietro Nacion
6	Andrew Keevers	Adam Cunynghame	Jake Kyranis
7	Natalia Milutinovic		

	<i>LUNCH</i> 12.45 – 1.15 pm (30 mins)	
SESSION 6	1.15 – 1.45 pm (30 mins)	
General Session	<u>OPENING ADDRESS AND CLOSING ARGUMENT</u>	
SESSION 7	1.45 – 2.55 pm (70 mins)	
Group Session	<u>LEADING EVIDENCE AND CROSS EXAMINATION</u> <u>Case Study 3: Martin Jackson v FAA Insurance</u>	
	TASK: Lead Evidence of Barbara White for Defendant, FAA	PARTICIPANT: 3
	TASK: Cross Examine Barbara White for Plaintiff, Jackson	PARTICIPANT: 6
	TASK: Lead Evidence of Jay Molnar for Defendant, FAA	PARTICIPANT: 5
	TASK: Lead Evidence of Martin Jackson for Plaintiff	PARTICIPANT: 2
	TASK: Cross Examine Martin Jackson for FAA	PARTICIPANT: 1
	TASK: Lead Evidence of Marina Jackson for Plaintiff	PARTICIPANT: 4
	TASK: Cross Examine Marina Jackson for FAA	PARTICIPANT: 7
	Performances	5 minutes per task
	Review in Group	4 minutes per performance
	<i>SHORT BREAK</i> 2.55 – 3.00 pm (5 mins)	
SESSION 8	3.00 – 3.30 pm (30 mins)	
General Session	<u>COMMUNICATION SKILLS IN THE COURTROOM</u>	
SESSION 9	3.30 – 5.00 pm (90 mins)	
Group Session	<u>OPENING ADDRESS AND CLOSING ARGUMENT</u> <u>Case Study 3: Martin Jackson v FAA Insurance</u>	
	TASK: Opening for the Defendant	PARTICIPANT: 1
	TASK: Opening for the Plaintiff	PARTICIPANT: 2
	TASK: Close For the Defendant	PARTICIPANT: 5
	TASK: Close For the Plaintiff	PARTICIPANT: 6
	TASK: Close For the Defendant	PARTICIPANT: 3
	TASK: Close For the Plaintiff	PARTICIPANT: 4
	TASK: Close For the Defendant	PARTICIPANT: 7
	Performances	Openings: 4 minutes per task
		Closings: 5 minutes per task
	Review in Group	4 minutes per performance
SESSION 10	5.00 – 5.15 pm (15 mins)	
General Session	<u>OVERVIEW & CLOSING</u>	