

**Australian Advocacy Institute  
with the Queensland Law Society**

**WORKSHOP INFORMATION,  
TIMETABLE  
AND  
TASK ALLOCATIONS**

**Advocacy Skills Workshop online**

**Wednesday 18 November 2020 - 5.00pm\* to 6.30pm**

**Thursday 19 November 2020 - 5.00pm\* to 6.00pm**

**Saturday 21 November 2020 - 9.00am\* to 3.00pm**

All times are Australian Eastern Standard Time ... i.e. Queensland time.

\* Workshop will open 30 minutes early each day for online connection.

**IMPORTANT**

- Each attendee has been allocated a participant number. This number can be found below.
- This time table 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**

# Advocacy Skills Workshop – online.

18, 19, 21 November 2020

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**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 and the Queensland Law Society are 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:** Wednesday 11 November 2020 - Release of timetable and materials

**Part 2:** Wednesday 18 November 2020 - 5.00pm\* to 6.30pm

**Part 3:** Thursday 19 November 2020 - 5.00pm\* to 6.00pm

**Part 4:** Saturday 21 November 2020 - 9.00am\* to 3.00pm

All times are Eastern Standard Time ... i.e. Queensland time.

\*Workshop will open 30 minutes early each day for online connection.

## 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 General 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 below and all the case studies and materials for download under the Tab “Workshop Materials for download” in Part 1 of the Workshop webpage.

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.

See the note “Presenting your set tasks and online procedure” overpage.

## 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 purposive relevant questions, how to argue, 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 on the workshop day.

Advance preparation is essential. 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 4 to 5 hours for this preparation.

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. I also recommend you consult the AAI Advocacy Manual PDF document provided as part of the workshop materials downloads, which has detailed chapters on all the aspects of advocacy you will be using at this workshop.

## **Performance:**

You will see in the timetable task allocations that a time limit has been set for each task performance. Please prepare as if you were to present the whole of the task. The time allocation means you may not be able to present all the task and you are not expected to be able to finish your performance. Do not rush and try and fit it all into the allocated time. Your review will be on that part of the task you present, not the parts you may not have reached.

Please also note that when your task requires a witness in Evidence in Chief and Cross Examination, the AAI Instructor will nominate another participant from your group to act the witness role. 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.

## **The Workshop Remote Platform:**

This workshop will be held using the Zoom online platform. Please refer to the section "The Workshop Remote Platform and a guide to connecting online", which can be found as a Tab within Part 1 of the online materials.

## **To log-on to the Workshop:**

The log-in is the same for all three days of the workshop. Follow this link for automatic log-on:  
<https://us02web.zoom.us/j/2716263497?pwd=ZHVYb2ozVldaN0ZmY2VFNUUpUdG5aQT09>

OR ... for MANUAL LOG-ON to the Zoom Workshop:

1. Open Zoom program
2. Click "Join Meeting"
3. Meeting ID is: **2716263497**
4. Meeting Password is: **523**

## Online procedure for presenting your set tasks:

All participants should start each session in “Gallery View” with the moderator pinned large on-screen. Other participants will show as thumbnail images.

In Zoom settings, accessed by clicking the camera menu at bottom left of screen, please ensure that in “Video” option, then “Meetings”, “Always display participant name” is checked.

### 1. Remote procedure for all **General Sessions, Wednesday, Thursday and Saturday:**

In the General Sessions, all participants and AAI Instructors will be present on screen.

All participants should:

- Have their microphone on MUTE.
- Have the Moderator or AAI Instructor presenting pinned (click on Instructor thumbnail image) large on screen.
- If you have a question, please use the Raise Hand facility found in the “Participants” menu.
- Please keep your camera turned ON with you on-screen.

An AAI Coordinator will be monitoring the workshop constantly. If you lose connection during the session, re-join with the original meeting ID and password. The AAI Coordinator will readmit you. If you do not get a response, please text to 0418 473 303.

### 2. Remote procedure for all Workshop **Group Sessions on Saturday:**

- The AAI Coordinator will move all participants between Group and General sessions.
- All Participants have their microphone on MUTE.
- Please keep your camera turned ON with you visible on-screen.
- Stay in ‘Gallery View’ with AAI Instructor pinned large.
- When it is **your turn** to present in **Sessions 1 & 5** (i.e. with no witness), the AAI Instructor will request that you...
  - o Turn your microphone ON.
  - o Have the AAI Instructor pinned large on-screen.
  - o Keep your microphone on during the review that follows your performance.
  - o Turn your microphone to MUTE following your review.
- When it is **your turn** to present in **Sessions 2 & 4** (i.e. with a witness), the AAI Instructor will request that you...
  - o Turn your microphone ON.
  - o Have the nominated **witness** pinned large on-screen.
  - o At the end of your performance, have the **AAI Instructor** pinned large on-screen. Keep your microphone ON during the review that follows your performance.
  - o Turn your microphone to MUTE following your review.
- If you have been asked by the AAI Instructor to **act as the witness** for the presenter...
  - o Turn your microphone ON.
  - o Have the **participant presenting** pinned large on-screen.

- At the end of the participant's performance, have the **AAI Instructor** pinned large on-screen.
- Turn your microphone to MUTE during the review that follows the performance. (The AAI Instructor will demonstrate using the presenter as the witness, not you.)

If you have a question, please use the Raise Hand facility found in the "Participants" menu.

Do not use the Zoom "LEAVE" option at bottom right of screen as it will disconnect you from the entire workshop. If this happens, you must log back into the workshop using the manual log-on with the original meeting ID and password. The AAI Coordinator will see your request to re-join and admit you. If you do not get a response, text the AAI Coordinator on 0418 473 303.

If you lose connection during the session, re-join with the original meeting ID and password. The AAI Coordinator will admit you. If you do not get a response, please text to 0418 473 303.

3. Remote procedure for between sessions and during breaks:

- The AAI coordinator will move you between general sessions and breakout rooms. You will receive an on-screen notification when being moved.
- Stay connected to the workshop during the lunch break. You do not need to have your camera on during the break but come back to live camera with you on-screen for the next session.

**THIS IS A REQUIREMENT OF QUALIFYING FOR CPD POINTS**

4. If you lose connection during the workshop:

- An AAI Coordinator will be monitoring the workshop constantly. If for any reason you drop-out of the workshop, re-join with the original meeting ID and password and the coordinator will readmit you to the workshop and/or breakout room.
- If you do not get a response, please text to 0418 473 303.

If you wish to test your connection, the AAI Coordinator will be available to do a quick test run during the week before the workshop. Email: [aai@advocacy.com.au](mailto:aai@advocacy.com.au).

I look forward to seeing you 'remotely' at the workshop.

Regards



**Scott Wallace**

General Manager, Australian Advocacy Institute.

Email: [aai@advocacy.com.au](mailto:aai@advocacy.com.au) Mobile & Text: 0418 473 303

## Workshop Timetable

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### Wednesday 18<sup>th</sup> November 2020

Follow this link for automatic log-on:

<https://us02web.zoom.us/j/2716263497?pwd=ZHVYb2ozVldaN0ZmY2VFNUUpUdG5aQT09>

OR ... for MANUAL LOG-ON to the Zoom Workshop:

1. Open Zoom program
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3. Meeting ID is: **2716263497**
4. Meeting Password is: **523**

**4.30 to 5.00pm**

Participants log-on to Zoom Workshop.

**SESSION 1      5.00 to 6.30pm (90mins)**

<b>General Session</b>	Introduction to Advocacy. Case Theory and Argument.
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### Thursday 19<sup>th</sup> November 2020

Follow this link for automatic log-on:

<https://us02web.zoom.us/j/2716263497?pwd=ZHVYb2ozVldaN0ZmY2VFNUUpUdG5aQT09>

OR ... for MANUAL LOG-ON to the Zoom Workshop:

1. Open Zoom program
2. Click "Join Meeting"
3. Meeting ID is: **2716263497**
4. Meeting Password is: **523**

**4.30 to 5.00pm**

Participants log-on to Zoom Workshop.

**SESSION 1      5.00 to 6.00pm (60mins)**

<b>General Session</b>	Techniques in Cross Examination. Communication in court.
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## GROUP AND PARTICIPANT NUMBER

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

	<b>RED GROUP</b>	<b>BLUE GROUP</b>	<b>GREEN GROUP</b>
<b>1</b>	Pieter Kruger	Michelle Boyd	Nick Palmer
<b>2</b>	Rawia Ayache	Josephine Leveritt	Chantelle Groth
<b>3</b>	Connor Davies	Jim Doyle	Rebekah Mannering
<b>4</b>	Jodi Brown	Mitchell Downes	Amelda Schrenk
<b>5</b>	Paul Cate	Mark Zeller	Christopher Harriss
<b>6</b>	Victor-David Murray	James Torcetti	Grant Young

## SATURDAY 21<sup>th</sup> November 2020

Follow this link for automatic log-on:

<https://us02web.zoom.us/j/2716263497?pwd=ZHVYb2ozVldaN0ZmY2VFNUUpUdG5aQT09>

OR ... for MANUAL LOG-ON to the Zoom Workshop:

1. Open Zoom program
2. Click "Join Meeting"
3. Meeting ID is: **2716263497**
4. Meeting Password is: **523**

### 8.30am to 8.55am

Participants log-on to Zoom Workshop.

### 8.55am to 9.00am

Participants will be admitted to General Workshop Session.  
AAI coordinator will move participants to their allocated Group Rooms.

Participants should be ready to commence performance tasks upon joining their Group Room.

<b>SESSION 1</b>		<b>9.00 to 10.00am (60 mins)</b>	
<b>Group Session</b>	<b><u>APPLICATIONS</u></b>		
	<b><u>Case Study 1: Porcine v Royal Bridgewater Golf Club</u></b>		
	<b>TASK:</b> Apply for an ex-parte injunction		<b>PARTICIPANT: 1</b>
	<b>TASK:</b> Apply for an ex-parte injunction		<b>PARTICIPANT: 2</b>
	<b><u>Case Study 2: Middleton v Blanchard and Handy Bros</u></b>		
	<b>TASK:</b> Apply for an urgent injunction		<b>PARTICIPANT: 3</b>
<b>TASK:</b> Oppose the application		<b>PARTICIPANT: 4</b>	
<b>TASK:</b> Apply for an urgent injunction		<b>PARTICIPANT: 5</b>	
<b>TASK:</b> Oppose the application		<b>PARTICIPANT: 6</b>	
	Performances in Group		<b>5 minutes per task</b>
	Review in Group		<b>4 minutes per task</b>

**BREAK** 10.00 to 10.10am (10 mins) - Participants stay online.

<b>SESSION 2</b>		<b>10.10 to 11.15am (65 mins)</b>	
<b>Group Session</b>	<b><u>LEADING EVIDENCE AND CROSS EXAMINATION</u></b>		
	<b><u>Case Study 3: DPP v Evelyn Cannon</u></b>		
	<b>TASK:</b> Lead Evidence – Const. O’Rourke		<b>PARTICIPANT: 3</b>
	<b>TASK:</b> Cross Examine – Const. O’Rourke		<b>PARTICIPANT: 4</b>
	<b>TASK:</b> Lead Evidence – Peter Porter		<b>PARTICIPANT: 1</b>
	<b>TASK:</b> Cross Examine – Peter Porter		<b>PARTICIPANT: 2</b>
	<b>TASK:</b> Lead Evidence – Evelyn Cannon		<b>PARTICIPANT: 5</b>
	<b>TASK:</b> Cross Examine – Evelyn Cannon		<b>PARTICIPANT: 6</b>
	<i>All participants must be completely familiar with all witness statements within this case study to enable them to act as witnesses.</i>		
		Performances in Group	
	Review in Group		<b>5 minutes per task</b>

**11.15am**

**AAI Coordinator will move all participants to General Session Room**

<b>SESSION 3</b>		<b>11.15 to 12 noon (45 mins)</b>	
<b>General Session</b>	<b><u>CASE THEORY</u></b>		

**LUNCH BREAK** 12 noon to 12.30pm (30 min) - Participants stay online.

**12.30pm**

**AAI Coordinator will move all participants to Group Rooms**



<b>SESSION 4</b>		<b>12.30 to 1.35pm (65 mins)</b>	
<b>Group Session</b>	<b><u>LEADING EVIDENCE AND CROSS EXAMINATION</u></b>		
	<b><u>Case Study 3: DPP v Evelyn Cannon</u></b>		
	<b>TASK:</b> Lead Evidence – Const. O’Rourke		<b>PARTICIPANT: 4</b>
	<b>TASK:</b> Cross Examine – Const. O’Rourke		<b>PARTICIPANT: 3</b>
	<b>TASK:</b> Lead Evidence – Peter Porter		<b>PARTICIPANT: 6</b>
	<b>TASK:</b> Cross Examine – Peter Porter		<b>PARTICIPANT: 5</b>
	<b>TASK:</b> Lead Evidence – Evelyn Cannon		<b>PARTICIPANT: 2</b>
<b>TASK:</b> Cross Examine – Evelyn Cannon		<b>PARTICIPANT: 1</b>	
	Performances in Group		<b>5 minutes per task</b>
	Review in Group		<b>5 minutes per task</b>

**BREAK** 1.35 to 1.45pm (10 min) - Participants stay online.

<b>SESSION 5</b>		<b>1.45 to 2.50pm (65 mins)</b>	
<b>Group Session</b>	<b><u>OPENING ADDRESS AND CLOSING ARGUMENT</u></b>		
	<b><u>Case Study 3: DPP v Evelyn Cannon</u></b>		
	<b>TASK:</b> Open for Prosecution		<b>PARTICIPANT: 6</b>
	<b>TASK:</b> Open for Defence		<b>PARTICIPANT: 5</b>
	<b>TASK:</b> Open for Prosecution		<b>PARTICIPANT: 1</b>
	<b>TASK:</b> Open for Defence		<b>PARTICIPANT: 2</b>
	<b>TASK:</b> Close for Prosecution		<b>PARTICIPANT: 3</b>
<b>TASK:</b> Close for Defence		<b>PARTICIPANT: 4</b>	
	Performances in Group		<b>5 minutes per task</b>
	Review in Group		<b>5 minutes per task</b>

**2.50pm**

**AAI Coordinator will move all participants to General Session Room**

<b>SESSION 6</b>		<b>2.50 to 3.00pm (10 mins)</b>	
<b>General Session</b>	<b><u>DISCUSSION AND CLOSING SESSION</u></b>		