

## ►► Policy Workshop: **Preparing Briefing Notes**

*Facilitated by Dan Perrins, Executive-in-Residence, JSGS and  
Jim Marshall, Executive-in-Residence, JSGS*

*Preparing Briefing Notes* provides participants with an introduction to writing government briefing notes. The one-day workshop familiarizes participants with different types of briefing notes, key components, structure, and writing and communication styles. Participants will learn to target the information according to the intended audience. The workshop also provides a basic template to be followed when preparing briefing notes and reviews appropriate writing styles. Participants will learn how to structure and write an informational briefing note, and communicate effectively in providing advice. The 4 key goals of this workshop are:

- 1) To familiarize participants with the types of briefing notes;
- 2) To review the purposes and functions of briefing notes;
- 3) To provide participants with a style guide for writing briefing notes; and,
- 4) To learn how to effectively communicate information.

**May 11, 2010 ~ 9:00 am to 4:30 pm** (continental breakfast provided at 8:30 am; lunch at 12:00 pm)

Regina, Saskatchewan

\*JSGS Window Room, 2nd Floor, Gallery Building

University of Regina College Avenue Campus

Limited to 25 participants

**Fees (full payment details available online):**

~ Full-time Student: \$150.00 (Plus GST)

~ Regular: \$200.00 (Plus GST)

**Registration Required:**

Those interested in attending must register online at [www.schoolofpublicpolicy.sk.ca](http://www.schoolofpublicpolicy.sk.ca)

Select **News and Events**, then **Events Calendar** and the appropriate calendar date for the seminar.

Scroll to the bottom of the event entry to register and arrange for payment.

\*JSGS Window Room is not wheelchair accessible. Individuals with mobility difficulties should let us know immediately. For more information, contact us at 306.585.5862 or [js\\_training@uregina.ca](mailto:js_training@uregina.ca)

