

What is the Foundation of Administrative Justice?

The Foundation of Administrative Justice (FAJ) is a not-for-profit society dedicated to the education of tribunal members and staff. Our directors are elected volunteers.

We've been western and northern Canada's leader in tribunal training since 1998.

Membership in the society is open to any administrative body, member or staff, and other persons interested in administrative law and training.

Foundation of Administrative Justice
3438 - 78 Avenue
Edmonton,
AB T6B 2X9

www.FOAJ.ca

What others had to say about the training

"Training has been crafted to our specific needs and provides focused learning objectives. As well, the knowledge of the course instructors has exceeded our expectations.

We look forward to continuing to meet our organizations learning objectives through the FAJ. I highly recommend the courses offered by the FAJ for any organization seeking to upgrade advocacy skills."

Barry Nowoselsky,
Chairperson
PS/GE Negotiating Committee
SGEU Public Service Sector

"At a point where I am completing the Certificate Program, I can look back and see how the courses have been of exceptional value to me in serving in the various administrative justice roles that I play. Of particular note, the progressive manner in which the courses are built one upon another, allows for easy advancement of administrative procedures and skills.

I also endorse the parallel streams of the program which allow support personnel to advance their skills and knowledge of administrative justice goals and procedures. As a support to a number of Yukon boards, these courses enable me to feel confident in my ability to support the board chairs and members."

Barbara Evans
• Chief Adjudicator,
Yukon Human Rights Board of Adjudication
• Vice Chair, Yukon Employment Standards Board
• Chair, Yukon Education Appeal Tribunal Board of Directors,
Yukon Workers Compensation Health & Safety Board
• Executive Assistant, Yukon Capability & Consent Board
• Executive Assistant, Yukon Municipal Board

2010 Schedule of Courses



the leader in tribunal training



Professional Development Day for Tribunals

April 22, 2010

This is the time to complete your Certificate in Tribunal Administrative Justice or sample some of the FAJ courses. On April 22, 2010 FAJ will present some of our most popular courses in mini-course or refresher format. Each 1.5 hour session covers the key concepts of the course. These mini-courses are designed to assist those who have taken our training in the past and would like a refresher on various courses to prepare for the CTAJ exam in that course.

Exams will be offered on April 22 and 23, 2010.

Watch for further details on the website at www.FOAJ.ca.

Fees, GST, Cancellation, Substitution and Refund Policies:

All fees must be received before the course begins. FAJ reserves the right not to process or confirm any registration without fees.

GST applies on all fees. Exemption: Platinum and Silver Members may provide a GST exemption number when registering and paying for their members or staff covered by the organization membership. No exemption for non-member or affiliate fees regardless of who pays.

You can substitute another person at no additional charge until the course begins. If you register and need to cancel:

More than 21 days before the event, a \$100 non-refundable administrative fee applies. The balance will be refunded or a credit voucher given (good for one year from the course date for any other FAJ event).

Twenty-one days or less before the event, the full registration fee is non-refundable (but you may substitute another person to attend until the course begins).

FAJ reserves the right to limit the size of any event. FAJ reserves the right to cancel any event and, if so, will fully refund all registration fees but is not responsible for any other costs or expenses.

Are you a member?

Join FAJ today to ensure everyone in your organization can access the training.

- Platinum \$1500
- Silver \$550
- Affiliate \$135
- (GST extra)

Full details and application forms at www.FOAJ.ca

2010 Education Schedule

Each instructional day runs from 8:30 am – 4:30 pm and counts for seven hours of training. CTAJ exams are written from 4:30 – 5:45 pm at the end of each course.

Introduction to Administrative Justice
February 22 & 23 (M/T)
Yellowknife

Introduction to Administrative Justice
February 25 & 26 (Th/F)
Calgary

Introduction to Administrative Justice
March 4 & 5 (Th/F)
Regina

Professional Development Day for Tribunals
April 22 (Th)
Edmonton

Decision Making
April 23 (F)
Edmonton

Evidence
April 23 (F)
Edmonton

Interpreting Legislation
May 17 & 18 (M/T)
Edmonton

Decision Writing
July 15 & 16 (Th/F)
Regina

Introduction to Administrative Justice
July 15 & 16 (Th/F)
Edmonton

Decision Making
July 21 (W)
Calgary

Decision Writing
July 22 & 23 (Th/F)
Calgary

Giving Evidence
July 27 (T)
Edmonton

Presenting Cases Before Tribunals
July 28 & 29 (W/Th)
Edmonton

Decision Writing
September 29 & 30 (W/Th)
Edmonton

Decision Writing
October 18 & 19 (M/T)
Yellowknife

Introduction to Administrative Justice
October 28 & 29 (Th/F)
Saskatoon

Effective Hearings
November 2 & 3 (T/W)
Calgary

Introduction to Administrative Justice
November 18 & 19 (Th/F)
Calgary

Case Management Practices
November 22 (M)
Edmonton

Interpreting Legislation
November 25 & 26 (Th/F)
Calgary

Interpreting Legislation
December 2 & 3 (Th/F)
Regina

Plain Language for Tribunals
Call FAJ office for dates

Register on line at www.FOAJ.ca

Course Descriptions

Introduction to Administrative Justice

Looking for an introduction or a refresher? This two-day course can be either. It covers an overview of the principles of administrative law, fair process, professional conduct, hearings, evidence, decision making and decision writing. The information and exercises help administrative justice decision-makers acquire a better understanding of their roles and responsibilities. Staff, administrators and advocates learn how they work with the decision makers in the hearing process. Participants leave with basic knowledge and skills. Course includes pre-course reading.

This course is the prerequisite to all other FAJ courses and the Certificate in Tribunal Administrative Justice Program.
\$895 Members / \$1125 Non-Members

Interpreting Legislation

This course is one of the most practical and useful courses for tribunal members and staff who deal with legislation, regulations, bylaws or policy. In two days, the instructor introduces a method for interpreting legislation. The method, based on the Supreme Court of Canada's modern approach to interpretation, combines theory with practice, giving participants a sound foundation to tackle interpretation questions. Developed by David Elliott, arbitrator and legislative draftsman, the course will include what you need to know before starting to interpret legislation, how to unravel complicated text, and a template for tackling the interpretation of legislation.

Prerequisites: Introduction to Administrative Justice
This course is a prerequisite in the Certificate in Tribunal Administrative Justice Program.
\$895 Members / \$1125 Non-Members

Evidence

In this one-day intermediate evidence course, the focus is to assist tribunal members to acquire additional skills and tools for admitting and weighing evidence. Participants practice dealing with evidentiary objections and common evidentiary issues. They deal with affidavits, examining witnesses and compelling documents and witnesses. They also practice the weighting of evidence, including assessing credibility.

Prerequisites: Introduction to Administrative Justice
\$695 Members / \$925 Non-Members



Decision Making

Solid decision making is the key to well written decisions. This one-day workshop gives participants a structure for and experience with a practical decision making process. Participants work with a model for decision making to gain confidence in its use. The course covers key elements of identifying and discussing the issues, interpreting the legislation, sorting and weighing the evidence, and applying the facts to the legislation. This course is a must for any decision maker or problem solver.

Prerequisites: Introduction to Administrative Justice,
Evidence
\$695 Members / \$925 Non-Members

Decision Writing

This two-day hands-on workshop builds decision writing skills. Participants will learn to bring a reader oriented perspective to writing decisions; organize and revise decisions to enhance logic and flow; and write clear, concise and coherent decisions. They will gain confidence in decision writing within their tribunal context by practicing particular skills and techniques through focused writing exercises. The materials include A Plain Language Audit Tool and Plain Language Writing.

Prerequisites: Introduction to Administrative Justice,
Evidence,
Decision Making
\$895 Members / \$1125 Non-Members

Effective Hearings

In a two-day workshop tribunal members acquire or enhance skills to conduct fair hearings. Participants learn about the three styles of hearings, reinforce fair hearing principles, recognize issues that arise in hearings, learn to conduct hearings more effectively, and gain confidence in conducting hearings within their tribunal context. Participants will practice their skills in mock hearings.

Prerequisites: Introduction to Administrative Justice,
Evidence
\$895 Members / \$1125 Non-Members



Plain Language for Tribunals

Participants learn how to communicate in a plain language style. Instructors provide written feedback on individual writing, and have an individual conference with the participant about the written feedback. This seminar is a lively, team-taught and activity-filled session. Each person will receive an Improving Legal Writing manual, a compendium of over-worked words with substitutes, and a CLARITY Deskreminder. The workshop is intense, but rewarding. It requires about one hour pre-course work and homework on day one.

Prerequisites: Introduction to Administrative Justice
Decision Writing
\$895 Members / \$1125 Non-Members

Case Management Practices

This one-day workshop focuses on those tribunal practices which impact the tribunal's operations. By approaching case management in four segments – people, information, time and process – participants learn a systematic approach to assessing and responding to case management issues. Some of the topics include: How do you manage heavy case loads? Reduce hearing time? Balance client and budgetary demands? Deal with difficult clients? Improve settlement rates? Improve tribunal stakeholder relations? Tips and strategies for managing cases loads and the challenges arising with different tribunal practices will be discussed. A must for managers and staff.

Prerequisites: Introduction to Administrative Justice
\$695 Members / \$925 Non-Members

Presenting Cases Before Tribunals

The content and quality of the decision from a decision maker is directly related to the content and quality of the presented cases. In two days, the participants learn what and how to prepare an effective case before a tribunal or decision maker and find out what matters to decision makers. Tips, practice guides, and forms are part of the materials. This workshop will be particularly useful for staff or advocates who appear before administrative agencies or decision makers of all kinds.

Prerequisites: Introduction to Administrative Justice
\$895 Members / \$1125 Non-Members

Giving Evidence

Giving Evidence is a one-day course to familiarize witnesses with the basic tools to enable them to be productive witnesses in the hearing context. Participants practice preparing for and giving evidence in a hearing. Whether you are a person who testifies multiple times and in different capacities, or a one time witness, this course will make you more confident and comfortable with giving evidence.

Prerequisites: Introduction to Administrative Justice
\$695 Members / \$925 Non-Members

Please visit our website for our instructor biographies and details about how the courses qualify for the Certificate in Tribunal Administrative Justice Program. For more information or to register for courses please visit our website www.FOAJ.ca.

Certificate in Tribunal Administrative Justice

Certificate in Tribunal Administrative Justice (CTAJ) A First in Canada!

Choose the certificate stream that applies to your role:

- Tribunal Member (for the appointed or elected board members and decision makers)
- Administrator (for staff and other support personnel)
- Advocate (for clients, presenters and counsel).

Program completion requirements

All applicants must:

- complete the required courses for a total of 70 hours of classroom training (100% attendance is mandatory)
- obtain 65% or better on the exam for each course
- complete the Certificate application form
- pay the required exam and application fees

Details about the Certificate in Tribunal Administrative Justice are available on the website.

Custom Courses

Custom courses create a way for organizations to tailor the date, materials or presentation to their needs. FAJ will offer custom courses for a tribunal or group in any of five ways:

- Scheduling dates outside the regular schedule for standard courses
- Using an agenda customized to the group
- Using exercises customized to the group
- Developing a new course or refresher course for the group
- Combining two or more courses

Only Platinum Organization members are eligible for custom courses. If you are interested in a custom course, please visit our website or contact us for more information.

Phone (780) 466 - 0501 Fax (780) 466 - 8015
E-mail: info@FOAJ.ca