



Professional Advisers to Rural Business and on the Environment

EXPERT REPORT WRITING SKILLS FOR THOSE GIVING EVIDENCE



11th July 2019

at

Blunsdon House

Hotel Swindon

Wiltshire

SN26 7AS

**A BIAC TRAINING COURSE FOR AGRICULTURAL
& RURAL CONSULTANTS**

THE SKILLS REQUIRED TO WRITE REPORTS THAT WILL BE
USED WHEN GIVING EVIDENCE TO COURTS, TRIBUNALS
AND PLANNING ENQUIRIES



Training Course

EXPERT REPORT WRITING SKILLS FOR THOSE GIVING EVIDENCE

DATE: THURSDAY 11TH JULY 2019

VENUE: BLUNSDON HOUSE HOTEL, SWINDON, WILTSHIRE

This is a unique opportunity to gain and/or refresh your report writing skills. The training will be interactive and designed for consultants of all 'standards'.

The training course will take candidates through report writing identifying the important aspects of the written report which may be relied upon in a court room setting whether that is a planning inquiry, a tribunal or a criminal or civil court.

Mike Greetham, CEO BIAC has 40 years of experience in giving evidence in court. Tony Kernon is a very experienced Rural Planner and BIAC Council member. Tony and Mike

will host the session with the support of a Barrister from a London Chambers.

As well as an introduction to writing and presentation format, the session will involve practical Court presentation skills.

This is a course which as been requested by many members and places are limited. The cost will be: £90 inc. VAT for members, £240 inc. VAT for non-members, £50 + VAT for students per day. Booking can be made via www.biac.co.uk/events

PRACTICAL REPORT WRITING SKILLS FOR THOSE GIVING EXPERT EVIDENCE
A BIAC Training Course

9.50am	Introduction to the day	Tony Kernon
9.55am	What are the rules and duties for giving evidence?	Mike Greetham
10.25am	Delivering written evidence: the consultant's approach	Tony Kernon
10.55am	Questions and discussion	
11.10am	Coffee	
11.30am	What is the barrister looking for in the report?	Barrister
12.10pm	Split into two groups to discuss report writing and delivery	Headed by: 1 Barrister 2 Mike / Tony
1.00pm	Lunch	
2.00pm	Split into the other groups to discuss report writing and delivery	2 Barrister 1 Mike / Tony
2.50pm	Reports with a view to defending cross examination: the consultant's approach	Tony / Mike
3.20pm	Reports with a view to defending cross examination: the lawyer's approach	Barrister
3.50pm	Proof reading skills: a little exercise	Tony Kernon
4.00pm	Presentational top ten pointers	Mike Greetham
4.20pm	Round-up of the day and closing remarks	Tony Kernon / Mike Greetham
4.30pm	Tea and biscuits	



**EXPERT REPORT WRITING SKILLS
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THURSDAY 11TH JULY 2019

BOOKING FORM

(Please complete in BLOCK LETTERS)

Name of Contact for Booking _____

Company Name _____

Contact Email address _____

- Please tick here to receive details of future events offered by BIAC
 Please tick here to receive details of all communications offered by BIAC

Attendee Name _____

Email address _____

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Email address _____

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CHARGES	RATE	NUMBER	COST £
BIAC Member	£90.00 inc. VAT		
Student	£50.00 inc. VAT		
Non BIAC Member	£240.00 inc. VAT		
TOTAL PAYMENT			

Please complete by **Friday 21st June 2019** and return with cheque made payable to 'BIAC' to: BIAC, Portbury House, Sheepway, Portbury, Bristol BS20 7TE
Bank transfer to Sort Code: 20 01 09 and Account Number: 90192473 (Ref: RPC + surname)
VAT Reg. No. 650 6050 66

**BOOKINGS AND PAYMENT CAN BE MADE VIA THE BIAC WEBSITE AT
www.biac.co.uk/events**

If you require a VAT invoice please retain a copy of this form for your records.
VAT Registration Number GB 6506050 66. VAT charged at 20%.
Details of BIAC Privacy Policy can be found on our website at www.biac.co.uk