



The British Institute of
Agricultural Consultants

EXPERT REPORT WRITING SKILLS FOR THOSE GIVING EVIDENCE

7TH JULY 2021

BLUNSDON HOUSE HOTEL
SWINDON • WILTSHIRE



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

☎ 01275 375559 ✉ info@biac.co.uk 💻 www.biac.co.uk

BOOK YOUR PLACE BY VISITING - WWW.BIAC.CO.UK/EVENTS

BIAC TRAINING COURSE

EXPERT REPORT WRITING SKILLS FOR THOSE GIVING EVIDENCE

DATE: WEDNESDAY 7TH JULY 2021

VENUE: BLUNSDON HOUSE HOTEL, SWINDON, WILTSHIRE, SN26 7AS

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

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

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WEDNESDAY 7TH JULY 2021

HOW TO BOOK (Please complete in BLOCK LETTERS)

BOOK ONLINE

Via the BIAC website at - <http://www.biac.co.uk/events>

BOOK VIA EMAIL

Forward your booking form to info@biac.co.uk

BOOK VIA POST

Please complete the booking form and return to: BIAC, Portbury House, Sheepway, Portbury, Bristol, BS20 7TE

BOOKING FORM

CONTACT NAME

COMPANY

ADDRESS

POSTCODE

TELEPHONE

EMAIL

NAMES OF ATTENDEES

EMAIL

1.

2.

3.

4.

5.

6.

PRICE

NUMBER

COST £

BIAC MEMBERS £90 inc. VAT

STUDENT £50 inc. VAT

NON MEMBERS £240 inc. VAT

TOTAL PRICE

Please complete by **21st June 2021** and return with cheque made payable to 'BIAC'
Bank transfer to Sort Code: 20 01 09 and Account Number: 90192473 (Ref: Expert)

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

01275 375559

info@biac.co.uk

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