

Executive Summary  
Advanced Legal Report Writing

COURSE DESCRIPTION

Building on the skills learned in CORE Legal Report Writing this training is designed to provide the participant with the skills and knowledge of writing beyond the basic report writing standards. This course explores the application of given facts to substantive legal theory as well as recognizing and reinforcing utilization of legal procedure to reach satisfactory legal decisions. Exploring the different legal burdens of proof the social worker must meet for each step in the reunification process, to maximize the impact of the report while minimizing expended resources.

TARGET AUDIENCE

This course presumes that the participant has had some direct experience with the court process and is prepared to hone these skills to a more sophisticated level. This particular training is enhanced by the trainer working directly with supervisors, court officers and other FCS staff prior to training delivery to ensure that challenges and issues specific to SF staff writing court reports are addressed.

OUTCOME OBJECTIVES

At the completion of this course the student should:

1. Understand the underlying principles of integrating the facts of a family situation with the law.
2. Understand the concept of and recognize the importance of cultural competence.
3. Skilled in the execution and application of cultural competence into report writing conclusions and assessments.
4. The trainee will be able to recognize unsupported conclusions and opinions and correct the same in reports.
5. Recognize the impact of misspellings, punctuation and grammatical oversights.

5. Skilled at describing the child/children and her situation so the reader has a clear understanding and view of that child.
6. Skilled in drafting descriptions without opinions or unsupported conclusions to provide the reader with an objective assessment of the family situation
7. Skilled in identifying and family strengths as well as challenges, applying said skill without compromising objectivity in assessments.

Ways the Supervisor can support the transfer of learning from the classroom to the job before the training.

1. Supervisors should ask the social worker to discuss the social worker's understanding of cultural competence.
2. Supervisors should ask the social worker to consider how the different burdens of proof needed at different hearings can impact what is put in a report.
3. Supervisor should discuss with social worker the merits of sound writing skills.

After the Training.

1. Supervisors should ask the social workers why cultural competence is important and what statutes enforce the same.
2. Supervisors should ask the social worker what the different burdens of proof are for each hearing and how that may or may not impact the report
3. Supervisors should review examples of clear writing with the social worker