

Administrative Hearings Training: September 15-17, 2009, Florida
Training Agenda

DAY ONE – TUESDAY, SEPTEMBER 15		
9:45 – 10:45	Session 1: Introduction to the Training <ul style="list-style-type: none"> • review of agenda • logistical information • introduction of trainers • introduction of participants 	Large Group Ross Dolloff
10:50 – 12:00	Session 2: Small Group Introductions <ul style="list-style-type: none"> • participant introductions • establishing group norms for small group • introduction to case problem • informal discovery techniques exercise and discussion 	Small Group
12:00 – 1:00	<i>Lunch</i>	
1:00 – 1:45	Session 3: Case Analysis <ul style="list-style-type: none"> • overview presentation of recommended approach to case analysis <ul style="list-style-type: none"> ○ determine theory of the case and relevant legal authority ○ parse legal authority to its elements ○ identify necessary facts for each element ○ identify potential proof of each fact ○ determine best discovery approach to secure each element of proof ○ develop discovery work plan 	Large Group
1:50 – 3:30	Session 4: Case Analysis Exercise <ul style="list-style-type: none"> • participants work in small groups to analyze the case problem <ul style="list-style-type: none"> ○ identify theory and potential legal claims ○ Parse the legal authority ○ identify necessary facts 	Small Group
3:30 – 3:45	<i>Break</i>	
3:45 – 4:30	Session 5: Case Planning and Development <ul style="list-style-type: none"> • presentation on developing an action plan for the case including: <ul style="list-style-type: none"> ○ legal research ○ identifying proof requirements ○ fact development and investigation ○ revising the theory of the case dynamically ○ prehearing negotiation and settlement 	Large Group
4:30 – 4:45	<i>Break</i>	

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4:45 – 5:30	<p>Session 6: Evidence presentation on evidence issues in administrative proceedings including:</p> <ul style="list-style-type: none"> • burden of proof • forms of questions • reliability of evidence • introducing documents 	Large Group
5:30 – 6:00	<p>Session 7: Day One Closing and Evaluation</p>	Large Group
DAY TWO – WEDNESDAY, SEPTEMBER 16		
9:00 – 11:30 (includes a 15 minute break)	<p>Session 8: case development and evidence exercises</p> <p>Participants apply the case analysis and development concepts to the case study in preparation for their administrative hearings.</p>	Small Group
11:45 – 12:30	<p>Session 9: case development, evidence and hearing procedures in particular administrative settings</p> <p>Participants will meet in substantive practice area groups with experts in each area of practice to discuss a particular practices before the particular tribunal</p>	Large Group
12:30 – 1:30	<p><i>Lunch</i></p>	

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1:30 – 2:30	<p>Session 10: hearing preparation and practice</p> <p>lecture overview of the process preparing for, conducting and conducting an administrative hearing</p>	Large Group
2:20 – 2:35	<i>Break</i>	
2:30 – 6:00	<p>Session 11: Preparation for mock hearings</p> <ul style="list-style-type: none"> • in small groups, participants are provided materials and instructions for mock deposition exercises on Day Three • trainers will remain available in small group rooms until 4:45 PM to provide advice and assistance to participants 	Small Group
5:00 – 6:00	<i>Hors d'oeuvres Reception</i>	
DAY THREE – THURSDAY, SEPTEMBER 27		
9:00 – 1:15 (includes a 15 minute break)	<p>Session 12: Mock Hearing Exercises</p> <ul style="list-style-type: none"> • in pairs , participants conduct an administrative hearing using the case study. One participant will represent the claimant and the other will represent the employer in each hearing. Guest judges will preside. • a second pair of participants defend the deposition • after a first round and critique, those who defended during the first-round join with a different pair and with different trainers and conduct the same deposition in a second, with a critique following 	Individual Mock hearings
1:30 – 2:30	<p>Session 15: Debrief and Closing Plenary</p> <ul style="list-style-type: none"> • wrap up • closing evaluation • acknowledgement of faculty • presentation of certificates of participation 	Large Group