

COURSE OUTLINE - SOAR-OPD ONLINE CERTIFICATE IN ADJUDICATION – FALL 2021

Format & Schedule: Most of the material in Modules 1 to 3 are fully on-line and can be completed at your own pace. Each of these modules will conclude with two live segments: a fireside chat, and office hours with the lead instructors. Those segments will be recorded and can be viewed after the scheduled dates.

The final two Modules will be delivered live and **MUST** be completed on the scheduled dates: they are highly interactive and most of the material will not be recorded for later viewing. All times below are Eastern time.

	ONLINE COMPONENTS			LIVE COMPONENTS	
	MODULE 1 <i>Administrative Adjudication Fundamentals</i> To be Released September 20, 2021	MODULE 2 <i>Fair and Efficient Proceedings</i> To be Released October 4, 2021	MODULE 3 <i>Making & Delivering Decisions</i> To be Released October 25, 2021	MODULE 4 <i>Evolving Adjudication Challenges/ Decision-writing Skills</i> November 25, 2021 9:00 am - 4:00 pm	MODULE 5 <i>Hearing Simulation</i> November 26, 2021 9:00 am - 4:00 pm
Part 1	Introduction to the Course Pamela Chapman, <i>Program Director, Legal Educator and Consultant</i> (≈ 30 min.)	Before the Proceeding: Preparation & Case Management Rosemary Muzzi (≈ 30 min.)	Deliberations & Decision-making Rosemary Muzzi (≈ 45 min.)	MORNING: <i>Debrief of On-line Components: "Puzzlers & Dazzlers"</i> <i>Panel Discussion: Evolving Adjudication Challenges</i>	MORNING; <i>Run a short hearing from start to finish</i> <i>Facilitators will play the roles of parties and provide feedback at regular intervals</i>
	Introduction to Administrative Adjudication	Effective Communication & Opening the Proceeding			

	Pamela Chapman (≈ 45 min.)	Deborah Pressman (≈ 40 min.)		<i>Workshop:</i> Effective, Inclusive & Accessible Adjudication	
Part 2	Administrative Law Fundamentals Deborah Pressman, <i>Counsel, Office of the Chief Justice, Ontario Court of Justice</i> (≈ 60 min.)	Conducting a Proceeding Rosemary Muzzi (≈ 40 min.)	Principles of Effective Decision-writing Pamela Chapman (≈ 75 min.)	<i>Short exercises</i> <i>Small group discussion</i>	
Part 3	Focus on Procedural Fairness – Right to be Heard Pamela Chapman (≈ 60 min.)	Evidence Key Principles Pamela Chapman (≈ 90 min.)	Applying the Principles - Issue-driven organization & effective introductions Pamela Chapman (≈ 60 min.)	AFTERNOON: <i>Short presentation:</i> Effective Decision-writing Processes <i>Workshop:</i> Writing Clear and Concise Decisions <i>Small group work, supported by facilitators</i>	
			Applying the Principles – Context before details in the body of the decision Pamela Chapman (≈ 45 min.)		
Part 4	Focus on Procedural Fairness - Independence & Impartiality	Proceeding Management Challenges Rosemary Muzzi (≈ 90 min.)		End of day: Introduction to the Hearing Simulation	<i>Deliver a short oral judgment</i>

	Rosemary Muzzi, <i>Member, Condominium Authority Tribunal</i> (≈ 70 min.)				
Part 5		Active Adjudication <i>Instructor: Deborah Pressman</i> (≈ 45 min.)			
		Culturally Competent Adjudication <i>Instructor: Pamela Chapman</i> (≈ 60 min.)			
		Human Rights Obligations <i>Instructor: Pamela Chapman</i> (≈ 40 min.)			
Fireside Chat	<i>Fireside Chat 60 min</i>	<i>Fireside Chat 60 min.</i>	<i>Fireside Chat 60 min</i>		
Summative	<i>Webinar/ "Office Hours" Up to 60 min</i>	<i>Webinar/ "Office Hours" Up to 60 min</i>	<i>Webinar/ "Office Hours" Up to 60 min</i>		