



# THE OSGOODE CERTIFICATE IN FAMILY LAW SKILLS AND PRACTICE

## PROGRAM DIRECTORS

Julie K. Hannaford  
J K Hannaford Barristers

Adam N. Black  
Torkin Manes LLP

## REGISTRATION DETAILS

10 modules:

February 28, March 6\*, 20\*, 27,  
April 2\*, 3\*, 10\*, 17,  
May 1\* and 8, 2024

Online (Live)

*Registration includes 120-day unlimited,  
online access to the recorded program.*

*\*Skills workshops scheduled on these dates.  
These must be completed live  
(via ZOOM), at the scheduled times.*

*“This program is the foundation  
that every lawyer who wants to  
practise family law needs, and it  
is the type of training that most  
senior family law lawyers wish  
they could deliver, but often can’t  
in light of their busy schedules.”*

Julie K. Hannaford  
J K Hannaford Barristers

Take your skills to a new level and ***learn-by-doing*** by  
working with simulated clients and real-life case files.

In 10 intensive modules (over 3 months), our expert faculty will guide  
you through:

- Initial client contact and **mastering the client intake interview**
- How to managing challenging clients; working with difficult opposing counsel  
and judges; and strategies for working with self-reps
- The biggest (and most costly) mistakes lawyers make preparing financial  
statements (and how to avoid them)
- **Effective negotiation strategies** and consensual resolution
- Options for when the matter doesn’t settle
- **Motions Advocacy:** drafting impactful affidavits and hone your oral advocacy  
skills in a simulated motion
- Best practices for Minutes of Settlement, Minutes of Understanding and  
Separation Agreements
- Tactics and techniques when wrapping up the file

Make a valuable and lasting investment in your Family Law career while  
fulfilling your LSO CPD requirements.

Register today at:

[osgoodepd.ca/family-law-skills](https://osgoodepd.ca/family-law-skills)



# The Osgoode Certificate in Family Law Skills and Practice

## PRACTICAL HANDS-ON LEARNING.

During the program, you will engage in learn-by-doing workshops. You will work with trained Simulated Clients and get individualized feedback about your advocacy skills and your ability to communicate and interact with clients.

## WHAT IS A SIMULATED CLIENT?

Trained by Osgoode Hall Law School, our Simulated Clients are a select group of professionals who have received in-depth training in typical client behaviours. They are also trained on how to assess and provide feedback about your performance.

Register today at:

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family-law-skills](https://osgoodepd.ca/family-law-skills)

The nature of family law makes it one of the most demanding areas of practice. To be effective and successful, you need client management, practice management and legal skills, as well as knowing the law. While many continuing education programs focus on what you need to know, there are few offerings that focus on what you must be able to do. Similarly, many focus on court room proceedings, when in fact, very few matters go to trial.

Developed by senior family law judges, and experienced counsel, **The Osgoode Certificate in Family Law Skills and Practice** is a one-of-a-kind program that focuses on developing and improving a family law practitioner's most frequently used skills.

Over 10 intensive modules (spread out over 3 months), you will **work with a real life case file, taking it from start to finish.**

Designed for an enhanced online learning experience, engage in interactive online workshops and discussions. This is also an opportunity to refine your online client communication and advocacy skills. You will acquire a grounding in the foundational knowledge you need, combined with the opportunity to practice core skills in hands on skills workshops. Specially trained Osgoode **Simulated Clients** and an expert faculty of the leading judges and family law lawyers will provide you with individualized feedback as you apply your learning and practice your skills in a supportive, no-risk learning environment.

To ensure interactivity, space is **strictly** limited. Reserve your place now!



## Program At-A-Glance

- **Module 1** – February 28, 2024  
*Initial Client Contact and Intake*
- **Module 2** – March 6, 2024  
*Skills Workshop: Mastering the Client Intake Interview\**
- **Module 3** – March 20, 2024  
*Working With People (Your Client, Yourself, The Other Side, Judges and Self-Reps) Skills Workshop: Challenging Client Meeting\**
- **Module 4** – March 27, 2024  
*Identifying and Defining the Issues (including Pleadings and Financial Statements)*
- **Module 5** – April 2, 2024  
*Skills Workshop: Pre-Negotiation Client Meeting\**
- **Module 6** – April 3, 2024  
*Consensual Resolution and Skills Workshop: Negotiation\**
- **Module 7** – April 10, 2024  
*When Your Matter Doesn't Settle and Skills Workshop: Case Conference\**
- **Module 8** – April 17, 2024  
*Motions Advocacy: The Nuts & Bolts*
- **Module 9** – May 1, 2024  
*Skills Workshop: Motion\**
- **Module 10** – May 8, 2024  
*Resolution and Wrapping Up the File*

\* Skills workshops can only be completed live (via ZOOM) **at the scheduled times.**

## In this unique and immersive practice skills experience you will learn:

- Why the initial client contact is so important
- If, when and how to use an expert
- How to set the tone, establish the relationship, and get the information you need in that first interview
- Negotiation preparation and strategies
- Strategies for managing challenging clients
- Managing client expectations
- When and how to follow up in writing – retainer and non-engagement letters, reporting letters and more
- Mediation best practices (including the all important brief)
- Constructing the client file
- Minutes of Settlement: How to properly document a settlement that's workable
- How to identify and support vulnerable clients
- Making the most out of the case conference
- How to care for yourself while working in this stressful milieu
- Motion advocacy, including the critical pre-assessment of if, how and when
- Financial Statements: how to identify and avoid costly mistakes and what to look for in the other sides'
- Properly bringing the matter to a close

## Also, you will engage in and get feedback on:

- An initial client interview (with your Simulated Client)
- Case conference advocacy (with judges, senior counsel and Simulated Clients)
- A challenging client meeting (with your Simulated Client)
- Arguing a simulated motion in front of experienced judges and senior lawyers
- Negotiation (including a pre-negotiation client meeting)

## Who Should Attend

- General practitioners who want to hone their substantive knowledge and practical skills in family law
- Legal professionals who do or who plan to specialize in family law

Learn from a distinguished faculty of leading experts. *Past faculty* have included:

## Program Directors

**Julie K. Hannaford**

J K Hannaford Barristers

**Adam N. Black**

Torkin Manes LLP

## Advisory Board

**Adam N. Black**

Torkin Manes LLP

**Aaron Franks**

Epstein Cole LLP

**Kathryn Hendrikx**

Hendrikx Family Law

**Janet Whitehead**

Whitehead Law and Mediation

## Program Faculty

**The Hon. Justice Jasmine Akbarali**  
Superior Court of Justice

**The Hon. Justice Julie Audet**  
Superior Court of Justice

**The Hon. Justice Kendra Coats**  
Superior Court of Justice

**The Hon. Justice George Czutrin**  
former Senior Family Justice,  
Superior Court of Justice

**The Hon. Justice Alex Finlayson**  
Ontario Court of Justice

**The Hon. Justice R. John Harper**  
Superior Court of Justice

**The Hon. Justice Andrea Himel**  
Superior Court of Justice

**The Hon. Justice Francis Kiteley**  
Superior Court of Justice

**The Hon. Justice Marvin Kurz**  
Superior Court of Justice

**The Hon. Justice Lene Madsen**  
Superior Court of Justice

**The Hon. Justice Heather McGee**  
Superior Court of Justice

**The Hon. Justice Pamela MacEachern**  
Superior Court of Justice, East Region –  
Family Court Branch

**The Hon. Justice Llana Nakonechny**  
Superior Court of Justice

**The Hon. Justice Manjusha Pawagi**  
Ontario Court of Justice

**The Hon. Justice Melanie Sager**  
Ontario Court of Justice

**The Hon. Justice M. J. Lucille Shaw**  
Superior Court of Justice

**The Hon. Justice Stanley B. Sherr**  
Ontario Court of Justice

**The Hon. Justice Victoria Starr**  
Ontario Court of Justice

**The Hon. Justice Suzanne Stevenson**  
Senior Family Judge, Superior Court of Justice

**The Hon. Justice Jamie K. Trimble**  
Superior Court of Justice

**The Hon. Justice Roselyn Zisman**  
Ontario Court of Justice

**Katherine Batycky**, Counsel, Stoner & Company  
Family Law Associates

**Yvonne Bernstein**, LawPRO

**Adam N. Black**, Torkin Manes LLP

**Charu Chande**, J K Hannaford Barristers

**Andrew Chris**, Normandin Chris LLP

**Emma Comeau**, Carson Chousky Lein LLP

**Sarah F. Conlin**, Lerner LLP

**Erin Crawford**, McCarthy Hansen & Company LLP

**Andrea Dunsmuir**, Wood Gold LLP

**Aaron Franks**, Epstein Cole LLP

**Dani Z. Frodis**, Frodis Family Law

**Doron Gold**, Staff Clinician Homewood Health

**Jennifer Gold**, Wood Gold LLP

**Cheryl Goldhart**, Goldhart & Associates

**Julie K. Hannaford**, J K Hannaford Barristers

**Kathryn Hendrikx**, Hendrikx Family Law

**Gary S. Joseph**, MacDonald & Partners LLP

**Annie Noa Kenet**, Kenet Family Law PC

**Maxine M. Kerr**, Barrister & Solicitor

**Michael B. Kleinman**, Kleinman Gordon Family Law

**Vanessa Lam**, Lam Family Law

**Serena Lein**, Carson Chousky Lein LLP

**Brandon A. Lewis, CPA, CA, CBV, CFF**,  
White & Lewis

**Christine Montgomery**, DivorceMate Software Inc.

**Deepa Mattoo**, Executive Director Barbra Schlifer  
Commemorative Clinic

**Judith M. Nicoll**, McInnis & Nicoll

**Kristen Normandin**, Normandin Chris LLP

**Angela Pagano**, J K Hannaford Barristers

**Linda Popielarczyk MSW, RSW, Acc.FM (OAFM)**,  
Connections Child and Family

**Shawn Richard**, Shawn Richard Family and Estate  
Law

**Avra Rosen, C.S.**, Rosen Sack LLP

**Eric Sadvari**, Kenet Family Law PC

**Stephanie K. Sroka**, McCarthy Hansen & Company  
LLP

**Erica Tait**, McCarthy Hansen & Company LLP

**Jared Teitel**, Normandin Chris LLP

**Roslyn M. Tsao**, Epstein Cole LLP

**Ian C. Vallance**, Victor Vallance Blais LLP

**Frances M. Wood**, Wood Gold LLP

Register today at:

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# Agenda

## MODULE 1

February 28, 2024  
9:00 a.m. – 5:00 p.m.

### Initial Client Contact and Intake

Initial client contact is often the most critical part of the file. You must be able to communicate effectively, know what questions to ask, and be aware of what information your client is not sharing. In this introductory session, learn the key steps, how to avoid common pitfalls, and best practices for ensuring you interview effectively.

- ABC's of assessing the new client opportunity
- The Client Intake Questionnaire: What, why and how
- Best practices in how to use retainer agreements, including limited scope retainers
- Initial client interview:
  - Assessing if, how, and when
  - How to prepare for the first interview
  - Effective strategies for communicating with your client
  - Identifying special client issues
- What needs to happen after the meeting?
  - Post-meeting reporting (including the engagement OR non-engagement letter)
  - Assessing and communicating options and next steps

## MODULE 2

March 6, 2024  
9:00 a.m. – 5:00 p.m.

### Skills Workshop: Mastering the Client Intake Interview\*

*Working with your Simulated Client, you will have an opportunity to conduct an initial intake interview and receive individualized feedback from both the Simulated Client and faculty advisor.*

## MODULE 3

March 20, 2024  
9:00 a.m. – 5:00 p.m.

### Working With People (Your Client, Yourself, The Other Side, Judges and Self-Reps)

Knowing how to effectively manage your client is crucial. Every legal professional has war stories about that difficult client. Judges frequently chastise counsel for failing to properly manage their client. In addition to managing the "difficult" or high conflict client, legal professionals need to be able to identify and know how to support vulnerable clients. This session will also provide guidance on how to work effectively with the other side, challenging judges and self-represented parties.

- Best practices and strategies for managing client expectations
- Practical toolkit for managing the difficult client meeting
- Understanding the unique issues of vulnerable clients and how these may impact behaviour and decision making
- Self-care: strategies for how legal professionals can and should support themselves when dealing with challenging clients
- Self-represented parties: Counsel's role and obligations, including what the Court expects from counsel
- Reporting letters and how to communicate so that your client understands

### Skills Workshop: The "Challenging" Client Meeting\*

*Working with your Simulated Client, you will engage in a challenging discussion in which you will have to apply the strategies you have learned earlier in the day to manage the client.*

*Receive individualized feedback both from the client perspective and from experienced counsel who will offer guidance on what worked and what you could do differently next time.*

## MODULE 4

March 27, 2024  
9:00 a.m. – 5:00 p.m.

### Identifying and Defining the Issues (including Experts, Pleadings and Financial Statements)

A common mistake is to rush into settlement discussions or litigation without having a clear sense of the critical issues. Taking the time to properly identify and define the issues, and to assess what you need to make (or defend) your case is critical.

A key part of this process is assessing if and when to retain an expert, ensuring your pleadings cover the key issues, and the ever important financial statements. In this session we will drill down on drafting effective pleadings.

Legal and financial experts will also guide you through financial statements, including strategies for gathering the key information and documents; how to identify (and avoid) common mistakes; and guidance for reviewing the other sides' statements.

## MODULE 5

April 2, 2024  
4:30 p.m. – 9:00 p.m.

*(note this is an evening session)*

### Skills Workshop: Pre-Negotiation Client Meeting\*

## MODULE 6

April 3, 2024  
9:00 a.m. – 5:00 p.m.

### Consensual Resolution

This session will focus on options and strategies for reaching a consensual resolution, including negotiation, mediation, and other forms of ADR.

- Overview of the key options (including their advantages, limitations, pitfalls to avoid, etc.)
- How to determine what option is right for your client
- Understanding what your client really wants and how to effectively manage their expectations
- Mediation how-to's, including the mediation brief
- Minutes of Settlement: why they are critical and how to draft them so that they work

#### Skills Workshop: Simulated Negotiation\*

*You will have an opportunity to participate in a simulated negotiation and receive personalized feedback and guidance on future negotiations.*

## MODULE 7

April 10, 2024  
9:00 a.m. – 5:30 p.m.

### When Your Matter Doesn't Settle

In this session we will drill down on the different non-consensual options in a family law matter. Topics include:

- Resolution tools: best practices and pitfalls
- How to make the most of settlement and case conferences

- Questioning 101: key strategies for how to examine the other side, including demos of questioning in common scenarios

#### Skills Workshop: Case Conference\*

*Using the program case file, and working with your Simulated Client, you will have an opportunity to prepare for and participate in a case conference. Receive guidance from judges and senior family law lawyers.*

## MODULE 8

April 17, 2024  
9:00 a.m. – 4:30 p.m.

### Motions Advocacy: The Nuts and Bolts

Family law motions are often where many files are “won” and “lost”. Mastering the motion is a key skill. In this session you will learn:

- How to assess if, why, when and where to bring a motion
- Strategies for determining what your client needs
- Guidance from judges about what they want to see and hear from counsel
- Best practices for:
  - Effective written materials
  - Structuring your oral submissions
  - Preparing for Court

Refine your oral advocacy skills and learn from viewing a motion demo that will highlight best practices and things to avoid.

## MODULE 9

May 1, 2024  
9:00 a.m. – 1:00 p.m.

### Skills Workshop: Motions Advocacy Workshop\*

*Students will have an opportunity to participate in a simulated motion and make submissions to experienced judges. Hone your advocacy skills in a supportive environment, and receive individualized feedback from faculty advisors and judges about what worked and what didn't.*

## MODULE 10

May 8, 2024  
9:00 a.m. – 4:00 p.m.

### Resolution and Wrapping Up the File

In this final session we will explore some of the key issues related to settlement, separation agreements and closing the file, including:

- How to draft effective Minutes of Settlement and Minutes of Understanding
- Key issues with Separation Agreements
- Final communication to your clients
- Missteps with last steps – the last bits many legal professionals ignore or forget, sometimes with fatal outcomes.

*\* Skills workshops must be completed live (via ZOOM) during the scheduled times.*

Register today at:

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family-law-skills](https://osgoodepd.ca/family-law-skills)

# Registration Details

## Fee Per Delegate: \$2,595 + TAX

Fee includes program registration, electronic program materials and 120-day unlimited online access to program archive. Group discounts are available. Visit [www.osgoodepd.ca/group-discounts](http://www.osgoodepd.ca/group-discounts) for details.

### Financial Assistance

This program is eligible for OSAP funding. Federal and provincial job grants may be available. You may also apply for financial assistance with OsgoodePD. To learn more, visit: [www.osgoodepd.ca/financial-assistance](http://www.osgoodepd.ca/financial-assistance)

### Program Changes

We will make every effort to present the program as advertised, but it may be necessary to change the date, location, speakers or content with little or no notice. In the event of program cancellation, York University's and Osgoode Hall Law School's liability is limited to reimbursement of paid fees.

### Cancellations and Substitutions

Substitution of registrants is permitted at any time. If you are unable to find a substitute, a full refund is available if a cancellation request is received in writing 21 days prior to the program date. If a cancellation request is made with less than 21 days notice, a \$150 administration fee will apply. No other refund is available.

### For Further Program-Related Information, Please Contact:

Alison Hurst, Program Lawyer at 647.241.2537, or email [ahurst@osgoode.yorku.ca](mailto:ahurst@osgoode.yorku.ca).

## Certificate of Program Completion

You will receive **The Osgoode Certificate in Family Law Skills and Practice** upon completion of all pre-program material, program modules and participation in the skills workshops. **The skills workshops can only be completed live during the scheduled times.**

### Register today at:

[osgoodepd.ca/family-law-skills](http://osgoodepd.ca/family-law-skills)



Email: [osgoodepd@osgoode.yorku.ca](mailto:osgoodepd@osgoode.yorku.ca)



Phone: 416 597 9724



Mail: 1 Dundas Street West, 26th Floor, Toronto, ON, M5G 1Z3



OsgoodePD has been approved as an Accredited Provider of Professionalism Content by the LSO.

Eligible CPD Hours – LSO (ON): 57h 45m CPD (42h Substantive; 13h 35m Professionalism; 2h 10m EDI)



OsgoodePD programs may be eligible for CPD/MCLE credits in other Canadian and US jurisdictions. To inquire about credit eligibility, please contact [cpd@osgoode.yorku.ca](mailto:cpd@osgoode.yorku.ca).



This program is approved for LAWPRO Risk Management Credit.

## Past attendees say it best:

*“The program is an excellent opportunity for Family Law lawyers of all skills sets to learn and grow their skills and practice. The program provided ample opportunity for feedback through guided discussion with experienced counsel and judges.”*

Alexandra Forsyth-Sells

Family Law Lawyer, Mills & Mills LLP

*“I absolutely loved this program! I am a new family law practitioner and the [certificate] provided me with the substantive legal knowledge necessary to feel confident handling a variety of family law issues. The feedback received from senior family law judges and experienced counsel is invaluable. Their comments ring through my mind every time I draft a factum or an offer to settle.”*

Stephanie Luskey

Low Murchison Radnoff Family Law Group

*“This course is nothing like law school ... it is far better! The skills training and connecting with other lawyers was really valuable and I have already started to use what I learned in my own practice.”*

Laura Shaw

Jamal Family Law P.C.

# THE OSGOODE CERTIFICATE IN FAMILY LAW SKILLS AND PRACTICE

February 28, March 6, 20, 27, April 2, 3, 10, 17,  
May 1 and 8, 2024

Online (Live)

## PROGRAM DIRECTORS

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***Learn-by-doing*** by working  
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developed real-life case files  
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