

Video Number	Name	Course Category	Skill	Description	Length (approx.)	Instructor	Written Material on Website?
1997-03	Decision Writing 1997	Mandatory	Decision Writing	This workshop stresses the importance of writing legally sufficient findings of fact and conclusions of law. Subjects include: identifying the law, finding of facts from the evidence, drafting preliminary findings of fact, and deriving conclusions of law from the facts and the statutes. This course also addresses how to distinguish findings of fact from discussions, considerations in drafting, and the role of peer\supervisor review of decisions prior to issuance.	105	Greg Kopta, Esq. Seattle, WA	N
1998-02	Decision Writing 1998 - Part 1	Mandatory	Decision Writing	Part I. Dean Burnett discusses the processes of finding facts, applying law, and exercising sound discretion; the roles of lawyers, judges, and hearing officials as professional writers (whether they view themselves that way or not); techniques for enhancing the logic and persuasive power of written decisions; and the development of individual checklists for persuasive written communication.	70	Dean Burnett	N
1998-03	Decision Writing 1998 - Part 2	Mandatory	Decision Writing	Part 2. Dean Burnett continues the discussion of the processes of finding facts, applying law, and exercising sound discretion; the roles of lawyers, judges, and hearing officials as professional writers (whether they view themselves that way or not); techniques for enhancing the logic and persuasive power of written decisions; and the development of individual checklists for persuasive written communication.	70	Dean Burnett	N
2008-04	Writing the Decision: Nuts and Bolts	Mandatory	Decision Writing	This class will focus on the following issues: (1) whether the issue was clearly defined and properly identified; (2) whether the facts and findings of fact were supported by the identified evidence; (3) whether the law cited was clear, appropriate and tied in to the facts; (4) whether the legal conclusions were clear to be understood by the parties; (5) whether the Order was clear; and (6) whether a reviewing court would find the decision sufficient.	80	Laurence Geller, Peter Hemenway	N
2021-05	Organizing and Writing Findings of Fact, Conclusions of Law and Orders	Mandatory	Decision Writing	This class will cover organizing and writing Findings of Fact, Conclusions of Law, and Orders, how, when writing, to think ahead about the possibility of appeal, how to avoid remand, and how to deal with remand when it can't be avoided. Attendees may also learn a bit about the interesting history of writing administrative law decisions, which dates back to veterans' appeals to Congress for benefits based on Revolutionary War service	60	Teresa Rankin, Appeals Officer formerly with the Department of Administration, Hearings Division (ret.)	