

Basic Note-Taking for the Fire Industry

Prevention Focus



Presented by: Angela McKenna

Date & Time: Nov 15th, 2018 from 08:30-16:30

Location: 211 Gore Rd, Kingston – Station #3

Cost: \$100 +HST

Registration Contact: am@capstonedt.ca or 519-568-9966

Free Parking available, Attendee responsible for lunch – 1 hour break

Note-taking and Court Preparation Course Description:

During this full day course participants will complete the following sessions:

Note-taking Session - We teach beyond the “what goes in my notes” and show you HOW to actually lay it out using precise language! We offer two note-taking levels – Suppression or Inspection/Investigation Focus. You will review current best practices and standards surrounding note-taking and apply a simple formula to help learn *HOW* to document crucial information. The importance of facts in issue and violation articulation will also be discussed. Many participants adopt these strategies immediately and keep using them in the field!

By the end of this session you will be able to:

- 1. Discuss reasons for making notes**
- 2. Articulate the connection between facts in issue and good notes**
- 3. Revise language to be precise**
- 4. Apply templates + simply formula to create good notes**
- 5. Apply the guiding principle of w5**

Court Preparation Session - Learn about your role within the court process and gain insight into the overall court system. Connect the importance of good notes and documentation to a successful prosecution. Let us give you strategies to calm your nerves, prepare for trial and deal with questioning tactics on the stand.

By the end of this session you will be able to:

- 1. Articulate the courtroom roles**
- 2. Discuss proper attire & demeanor**
- 3. Articulate expectations of you as a witness**
- 4. Describe questioning tactics**
- 5. Articulate the importance of notes and evidence**
- 6. Discover how to prepare for a court trial**