

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

Time	Session name & description	Group size	Trainer
<b>DAY ONE – TUESDAY, SEPTEMBER 15</b>			
9:45 – 10:45	<b>Session 1: Introduction to the Training</b> <ul style="list-style-type: none"> <li>• review of agenda</li> <li>• logistical information</li> <li>• introduction of trainers</li> <li>• introduction of participants</li> </ul>	Large	Zenobia Lai & Jim Breslauer
11:00 – 12:00	<b>Session 2: Small Group Introductions</b> <ul style="list-style-type: none"> <li>• participant introductions</li> <li>• establishing group norms for small group</li> <li>• introduction to case problem</li> <li>• informal discovery techniques exercise and discussion</li> </ul>	Small	
12:00 – 1:00	<i>Lunch</i>		
1:00 – 2:00	<b>Session 3: Case Analysis</b> overview presentation of recommended approach to case analysis <ul style="list-style-type: none"> <li>• determine theory of the case &amp; relevant legal authority</li> <li>• parse legal authority to its elements</li> <li>• identify necessary facts for each element</li> <li>• identify potential proof of each fact</li> <li>• determine best discovery approach to secure each element of proof, develop discovery plan</li> </ul>	Large	Valory Greenfield
2:00 – 3:45	<b>Session 3a: Case Analysis Exercise</b> participants work in small groups to analyze the case problem <ul style="list-style-type: none"> <li>• identify theory &amp; potential legal claims</li> <li>• Parse the legal authority</li> <li>• identify necessary facts</li> <li>• legal research</li> <li>• identifying proof requirements</li> <li>• fact development and investigation</li> <li>• revising the theory of the case dynamically</li> <li>• prehearing negotiation and settlement</li> </ul>	Small	
3:45- 4:00	<i>Break</i>		

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

<b>Time</b>	<b>Session name &amp; description</b>	<b>Group size</b>	<b>Trainer</b>
4:10 – 5:10	<b>Session 4: Evidence</b> presentation on evidence issues in administrative proceedings including: <ul style="list-style-type: none"> <li>• burden of proof</li> <li>• forms of questions</li> <li>• reliability of evidence</li> <li>• introducing documents</li> </ul>	Large	Jim Breslauer
5:15 – 5:45	<b>Day One Closing and Evaluation</b>	Large	Zenobia Lai
<b>DAY TWO – WEDNESDAY, SEPTEMBER 16</b>			
9:00 – 10:45	<b>Session 5: case development and evidence exercises</b> Participants apply the case analysis and development concepts to the case study in preparation for their administrative hearings. <ul style="list-style-type: none"> <li>• Using list of facts to develop from Session 3a to explore discovery needs and mechanism</li> <li>• Draft and serve discovery documents on opposing party</li> <li>• Analyze “discovered” materials and application to case study</li> </ul>	Small	
10:45 – 11:00	<b>Break</b>		
11:00 – 12:30	<b>Session 6: case development, evidence and hearing procedures in particular administrative settings</b> Participants will meet in substantive practice area groups with experts in each area of practice to discuss a particular practices before the particular tribunal	Panel	
12:30 – 1:30	<i>Lunch</i>		
1:30 – 2:30	<b>Session 7: hearing preparation and practice</b> lecture overview of the process preparing for, conducting and conducting an administrative hearing	Large	Zenobia Lai
2:30 – 2:45	<i>Break</i>		
2:45 – 5:00	<b>Session 8: Preparation for mock hearings</b> <ul style="list-style-type: none"> <li>• in small groups, participants are provided materials and instructions for mock hearing exercises on Day Three</li> <li>• trainers will remain available in small group rooms until 4:45 PM to provide advice and assistance to participants</li> </ul>	Small	

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

<b>Time</b>	<b>Session name &amp; description</b>	<b>Group size</b>	<b>Trainer</b>
5:00 – 6:00	<i>Hors d'oeuvres Reception</i>		
<i>Evening</i>	<i>Prepare for mock hearing</i>	Individual	
<b>DAY THREE – THURSDAY, SEPTEMBER 17</b>			
9:00 – 9:20	<b>Overview of Mock Hearing</b>	Large	
9:20 – 12:45  (includes a 15 minute break)	<b>Session 8a: Mock Hearing Exercises</b> <ul style="list-style-type: none"> <li>• In groups representing opposing parties, participants conduct an administrative hearing using the case study. Participants will serve as either the advocate or the witness for the parties in the case study. Guest judges will preside, one trainer will provide feedback.</li> <li>• After the first round of hearing and critique, those who serve as witnesses in the first round will play the advocate roles, and those who play advocates in the first round will serve as witness in the hearings in the second round. The hearing will follow by a critique session. Guest judges will preside and trainer will provide feedback.</li> </ul>	2 consecutive sessions of 8 mock hearings	
12:45 – 1:15	<b>Pick up boxed lunch</b>		
1:15 – 2:00	<b>Session 9: Debrief and Closing Plenary</b> <ul style="list-style-type: none"> <li>• wrap up</li> <li>• closing evaluation</li> <li>• acknowledgement of faculty</li> <li>• presentation of certificates of participation</li> </ul>	Large	