ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Writing Ministerial Correspondence

Write structured, persuasive ministerial correspondence with the right tone, first time.

WHO IT'S FOR

Public servants who draft correspondence for a minister's signature.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Understand the process and authorising environment
- Structure correspondence that is clear and persuasive
- Strike the right tone, including emotional engagement
- Identify risk and opportunity in a draft reply
- Write for both expert and non-expert readers
- Work with departmental templates and approval processes

ABOUT THIS PROGRAM

Our ministerial correspondence training deals with the drafts that go back and forth: a reply that misses the tone a minister would use, a letter that exposes a risk nobody flagged, a response that follows the template but does not answer the question. Participants learn to understand the authorising environment, structure persuasive correspondence, strike the right tone for each reader and write for expert and non-expert audiences. They work through scenarios and case studies, so drafts that clear review sooner follow.

Tailored to your organisation

We work with your templates, approval pathway and real, de-identified examples, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online