

## Author

**RICHARD STEINECKE** is a partner of the law firm of Steinecke Maciura LeBlanc and the editor of the Grey Areas newsletter. He practices exclusively in the field of professional regulation. Canada Law Book has published his text "A Complete Guide to the *Regulated Health Professions Act*".

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# The Art of Writing Reasons:

A Practical Guide for  
Committees Handling  
Complaints

## The Materials

The 70+ page booklet assists you in drafting, directing the drafting or reviewing the drafting of reasons when dealing with a complaint by:

- a. Explaining key concepts for the drafting of reasons.
- b. Illustrating both bad and good reason writing approaches.
- c. Offering short practical assignments to develop your skills in specific areas.
- d. Working through a case study.
- e. Providing suggested answers to the assignments and case study questions.

This booklet can be used for individual learning, group study or in an instructor-led workshop. Available with this booklet is a power point presentation that can be used to facilitate group study or an instructor-led workshop.

SIMILAR MATERIALS EXIST FOR DISCIPLINE AND  
REGISTRATION COMMITTEES

## Table of Contents

1. Why? – The Purpose of Reasons
2. What? – Case Study Scenario
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  - f. Explaining Why: Getting the Right IDEEA
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  - k. Pulling it all Together
5. Because: Suggested Answers to Assignments

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