

Courthouse trips and classroom visits
from justice sector professionals

Workshop

Guidelines for Better Legal Workshops: Best Practices for PLE Presentations



Law Society
of Ontario

Barreau
de l'Ontario



TAG

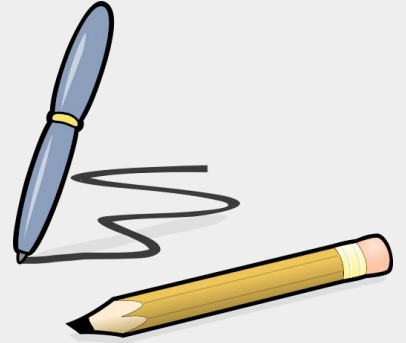
The Action Group
on Access to Justice

Groupe d'action
sur l'accès à la justice



Presented on October 28, Access to Justice Week 2021

Introduction



- This webinar is being recorded and will be made available to you.
- This powerpoint presentation, a summary of this presentation, and any other relevant materials and links will be made available to you.
- If you have questions or comments, please use the chat or Q&A function.
- Tip: turn on live transcription if you experience audio issues or have trouble hearing.

Public Legal Education Association of Canada (PLEAC)

- PLEAC is a national, non-profit organization that serves as an umbrella organization for public legal education and information (PLEI) groups across Canada.
- PLEAC:
 - facilitates communication and cooperation between PLEI groups;
 - promotes knowledge-sharing;
 - promotes skill-development; and
 - acts as a national voice on issues concerning the PLEI community.

Hanna Kaploun, Bilingual Project Coordinator



www.pleac-aceij.ca

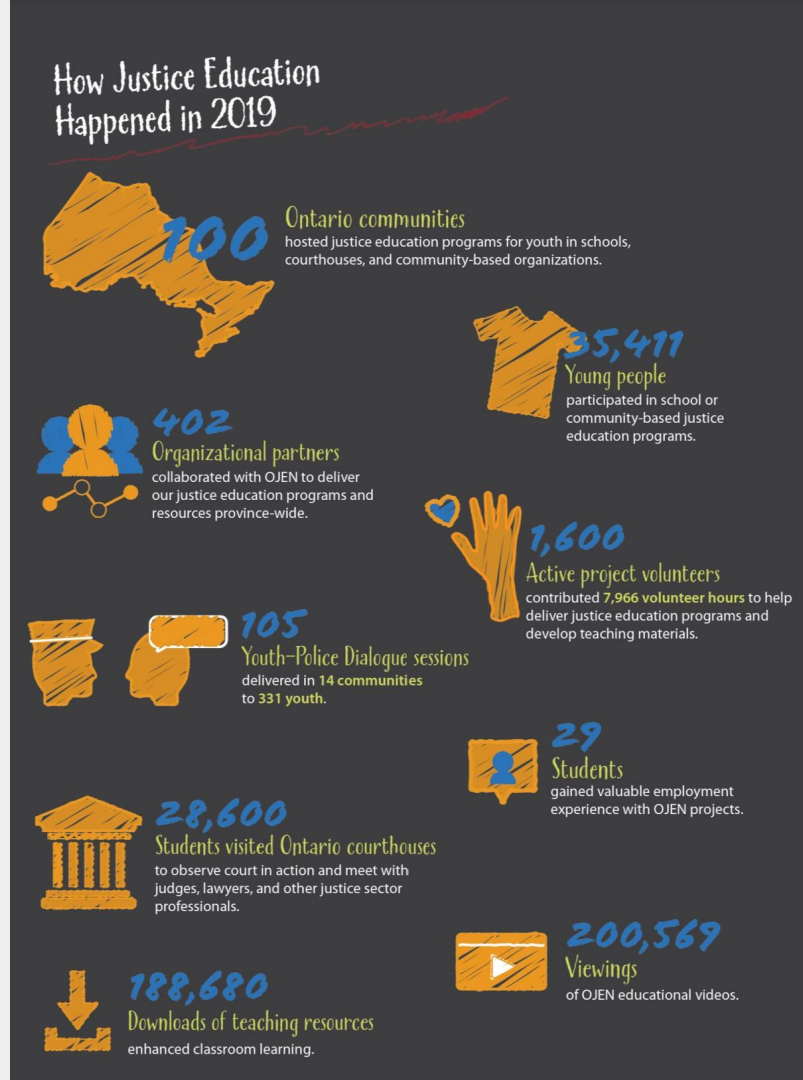
Ontario Justice Education Network (OJEN)

- Formed in 2002 by the 3 Chief Justices of Ontario
- Focus on public legal education for young people
- Work with young people, teachers, youth workers and legal professionals
- Develop legal workshops and teaching materials for use in schools and community spaces
- Provide training and professional development

Jessica Reekie, Executive Director

Michelle Thompson, Director of Capacity Building & Engagement

Enisoné L. Kadiri, Acting Director of Outreach Programs



1. Know your audience.

Assess what the community needs before you prepare your content. Talk to community members or local community workers to identify relevant topics.

↓ To do:

- Put the audience first; follow their needs and interests.
- Expect a range of starting points. Some audience members will know almost nothing about your topic while some may have extensive personal or professional experience.
- If members of your audience are under 18, plan for ways to avoid and manage youth disclosures. Be aware of your duty to report cases of abuse and neglect. Consider also the privacy issues around youth disclosure of a criminal record.
- Anticipate how you will manage personal anecdotes, misinformation, or politically charged statements if they arise during your workshop.

2. Use or adapt existing resources.

Law Institutes for Teachers – Summer Law Institute (SLI)

Webinars

New and Upcoming Webinars for Teachers

Webinar Archive

Judge Shadowing

For Justice Sector Volunteers

CPD

Online Resources

For Community Workers

Online Resources

OJEN Facilitator Training

Agenda

- 1 Introductions
- 2 Planning your workshop
- 3 Running your workshop
- 4 Wrapping up your workshop
- 5 Questions & discussion



2 Planning your workshop



Knowing your audience
Using existing resources
Designing your content



Working with a community partner: Insights

A community partner can help you to:

- Know your audience better
 - Age range, language levels, common legal problems
- Use relevant examples and anecdotes
- Connect with your audience



Working with a community partner: Finding an audience

A community partner can help you to:

- Reach their audience
- Use familiar and accessible community space
- Do targeted promotion

Know your audience: Applications

- Follow their interests and needs
- Expect a range of starting points
- Be aware of special concerns (eg. minors, immigration status, local organizing campaigns)
- Plan how to manage highly personal, emotional, or politically charged comments or questions

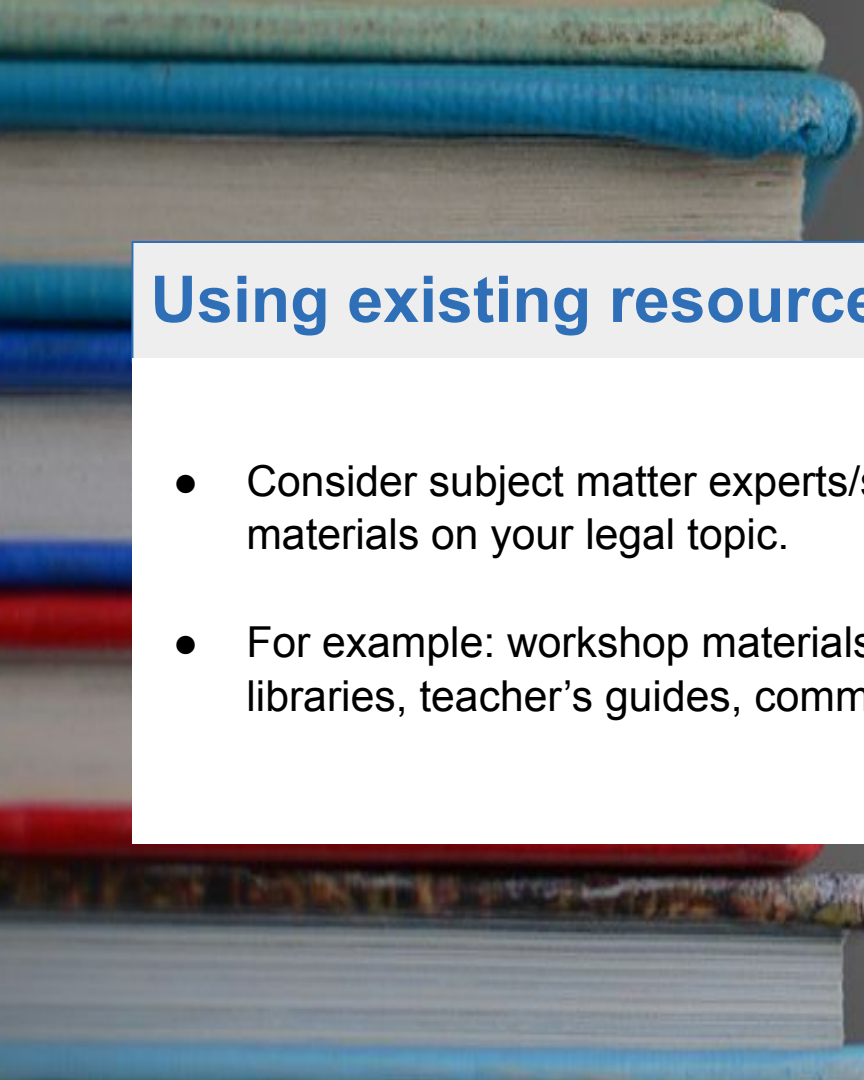


Using existing resources



“PLE organizations harness the capacity to work collectively and to advance access to justice, not just access to the legal system.”

- Lois Gander

A stack of several books with various colored spines (blue, green, red, brown) is visible on the left side of the image, partially obscured by the white text box.

Using existing resources:

- Consider subject matter experts/special interest groups that may have existing materials on your legal topic.
- For example: workshop materials, fact sheets, glossaries, FAQs, resource libraries, teacher's guides, community workers, etc.

Using existing resources: Where to start

Ontario PLE groups:

- OJEN's Steps to Justice Workshops: <https://ojen.ca/en/steps-to-justice>
- Community Legal Education Ontario's (CLEO) Steps to Justice: <http://stepstojustice.ca>
- CLEO Connect's lesson plan library: <https://cleoconnect.ca/lesson-plans/>
- L'Association des juristes d'expression française de l'Ontario (AJEFO): <http://www.ajefo.ca>

Other provincial PLE groups:

- Public Legal Education Association of Canada: <https://www.pleac-aceij.ca/>

Current Members

PLEAC's current members are primarily community-focused, sole-purpose public legal education organizations. We have representative organizations from every province and territory in Canada.

Alberta

- [Centre for Public Legal Education Alberta](#)

British Columbia

- [Courthouse Library Society BC](#)
- [Justice Education Society of British Columbia](#)
- [Legal Services Society, British Columbia](#)
- [People's Law School](#)

Manitoba

- [Community Legal Education Association \(CLEA-Manitoba\)](#)

New Brunswick

- [Public Legal Education & Information Service of New Brunswick](#)

Newfoundland and Labrador

- [Public Legal Information Association of Newfoundland and Labrador \(PLIAN\)](#)

Northwest Territories

- [Northwest Territories Legal Services Board](#)

Nova Scotia

- [Legal Information Society of Nova Scotia \(LISNS\)](#)

Membership Information

- [Membership](#)
- [Current Members](#)
- [Apply to be a member](#)
- [Member's Portal](#)

Plain Language & the Law

[Public Legal Education and Information Organizations in Canada: Their Unique Role and Contribution](#)

PLEAC Member Directory

www.pleac-aceij.ca/membership/current-members/



www.educaloι.qc.ca

[Donate to Éducaloi](#)

éducaloi Workshops

Search for a workshop

Search

[Reset filters](#) | [Show advanced search](#)

5 workshops

Éducaloi's Lunch and Law English

Evictions, Ejections, Re-taking of Possession: What Does it all Mean?

10:30 - 12:00

27 October 2021
12h00 - 12h45

Category
Housing and Property

Format
Virtually (Facebook live)

Reserved for a specific audience. English

Powers of Attorney

28 October 2021
13h30 - 15h00

Category
Wills and Estates

Format
Virtually (Zoom)

For SRQEA Beneficiaries English

Landlords and Tenants: Rights and Responsibilities – Reserved for beneficiary organizations of the SRQEA

9 November 2021
10h00 - 12h00

Free

Category
Housing and Property

Format
Virtually (Zoom)

For SRQEA Beneficiaries English

Consumer rights – Reserved for beneficiary organizations of the SRQEA

10 November 2021
13h30 - 15h30

Free

Category
Consumers

Format
Virtually (Zoom)

For a specific audience English

Consumer rights – Reserved for a specific audience

16 November 2021
18h30 - 20h00

Full

Category
Consumers

Format
Virtually (Zoom)

Welcome to the Legal Info learning site

Our *free* training courses are designed to offer guidance and helpful information on a variety of important subjects of interest to the general public and those in the legal profession.



COMING SOON
Public Bystander Training

Sexual Harassment in the Workplace
Bystander Training



Sexual Harassment in the Workplace
Bystander Training

COMING SOON
Employer Best Practices Toolkit



Lawyer Referral Service Training



Seniors' Legal Info Navigator Orientation

COMING SOON
Small Claims Court Navigator Training





www.peopleslawschool.ca

[Home](#) > [Webinars](#)

Webinars

[Consumer](#)

[Coronavirus](#)

[Families & children](#)

[Home & neighbours](#)

[Plan for your future care](#)

[Wills & estates](#)

[Work](#)

Plan for your future care

Powers of Attorney

 When: Tuesday, November 9, 2021, 3:00 PM Eastern Standard Time

 Where: Online, via webinar

[Register](#)

TUESDAY, NOVEMBER 9 @ 12PM (PT)
ASK BC LAWYERS AND NOTARIES ABOUT

powers of attorney.

A free online webinar brought to you by
People's Law School
Work out life's legal problems



Plan for your future care

Representation Agreements

 When: Tuesday, November 23, 2021, 3:00 PM Eastern Standard Time

 Where: Online, via webinar

[Register](#)

TUESDAY, NOVEMBER 23 @ 12PM (PT)
ASK BC LAWYERS AND NOTARIES ABOUT

representation agreements

A free online webinar brought to you by
People's Law School
Work out life's legal problems



Wills & estates

Making a Will in BC: Town Hall Edition

 Recorded on: October 5, 2021



Families & children

Changes to the Divorce Act: Town Hall Edition

 Recorded on: September 21, 2021



Home & neighbours

Home Renos in British Columbia

 Recorded on: June 22, 2021



Home & neighbours

Buying a Home in British Columbia

 Recorded on: June 8, 2021



Home & neighbours

Strata Living in British



Consumer

Buying a Used Car in British



A stack of books with blue and green covers is visible in the top left corner of the slide.

Using existing resources:

- Consider subject matter experts/special interest groups that may have expertise in **plain language**.
- Consider subject matter experts/special interest groups/community workers that **adapt their resources to the specific needs of their target audience**.
- Subject matter experts may **already be producing great materials**, and are likely willing to **share** their materials with you.

RESPECTFUL WORKPLACES IN THE ARTS

GENESIS

TRAINING AND OTHER RESOURCES ON HARASSMENT

VISUAL ELEMENTS

REPORTING AND INVESTIGATING MECHANISMS

CONSULTATIONS

CODE OF CONDUCT

COORDINATING COMMITTEE AND WORKING GROUPS

CONTACT US

CHRC RWA Workshops in English and French (chronological order)

Eventbrite link	Date	Time	Time Zone
CHRC-RWA Workshop - Ontario	2021 06 10	10 am to 2 pm	EDT
CHRC-RWA Workshop - Quebec	2021 06 11	10 am to 2 pm	EDT
CHRC-RWA Workshop - Nunavut	2021 06 11	10 am to 2 pm	EDT
CRHSC-Atelier MTRA - Ontario	2021 06 15	10:00 à 14:00	HAE
CRHSC-Atelier MTRA - Nouveau-Brunswick	2021 06 15	11:00 à 15:00	HAA
CHRC-RWA Workshop - Nova Scotia	2021 06 16	10 am to 2 pm	ADT
CHRC-RWA Workshop - Prince Edward Island	2021 06 16	10 am to 2 pm	ADT
CHRC-RWA Workshop - Northwest Territories	2021 06 17	10 am to 2 pm	MDT
CHRC-RWA Workshop - Alberta	2021 06 17	10 am to 2 pm	MDT
CHRC-RWA Workshop - Saskatchewan	2021 06 21	10 am to 2 pm	CDT
CHRC-RWA Workshop - Manitoba	2021 06 21	10 am to 2 pm	CDT
CRHSC-Atelier MTRA - Québec	2021 06 22	11:00 à 15:00	HAE
CRHSC-Atelier MTRA - Manitoba	2021 06 22	10:00 à 14:00	HAC
CHRC-RWA Workshop - British Columbia	2021 06 25	10 am to 2 pm	PDT
CHRC-RWA Workshop - Yukon	2021 06 25	10 am to 2 pm	PDT
CHRC-RWA Workshop - New Brunswick	2021 06 28	10 am to 2 pm	ADT
CHRC-RWA Workshop - Newfoundland and Labrador	2021 06 28	10:30 am to 2:30 pm	NDT

RWA workshop agenda

- Intro, ice-breaker
- Background to RWA
- Objectives, guidelines and disclaimers
- Presentations and discussions on behaviour
- Provincial and territorial legislation discussion and definitions re: harassment and bullying
- Break
- Working towards Respectful workplaces
- Case-studies

TOOL ON HARASSMENT

A new tool on Workplace Harassment and Violence in CHRC's *HR Management Toolkit* © focusses on the development of policies and procedures to prevent and deal with harassment in the arts. [Link](#)

LEGISLATIVE WEBCASTS

These informative webcasts have been created to assist cultural organizations with



Cultural
Human Resources
Council

Conseil
des ressources humaines
du secteur culturel

www.culturalhrc.ca



*Status of Women Council
of the N.W.T.*

www.statusofwomen.nt.ca

Status of Women Council of the NWT

HOME ABOUT ENDING WORKPLACE SEXUAL HARASSMENT EVENTS HELP IS AVAILABLE INTERSECTIONALITY LEADERSHIP
PROGRAMS & PROJECTS CONTACT SHARE YOUR VOICE

SEARCH Q



50 ways to fight bias - Bias In Reviews and Promotions

Thursday, October 28, 2021
11:00 AM - 12:00 PM

This short session will explore biases in performance reviews and promotions and open discussion on strategies for change. Walk away prepared to take one action to fight bias based on what you learned. This event is delivered via Zoom. Facilitator: Janet Dean

Email administration@nwtwomen.ca to register. This event is free of charge.



Facts and Figures About Family Violence in the NWT

Tuesday, November 2, 2021
10:00 AM - 12:00 PM

People hurt and are hurt. This session tells us just how many and what the impact is. Learn the facts and figures about Family Violence in the NWT There is a content warning on this session.

(Zoom) Speaker: Louise Elder

Register for this free event on Eventbrite: <https://www.eventbrite.ca/e/facts-and-figures-about-family-violence-in-the-nwt-tickets-170497316062>



Changing the Lens and Language around Violence

Tuesday, November 9, 2021
10:00 AM - 12:00 PM

Learn why words matter and how language choices affect our thinking and our relationships with those experiencing violence. All attendees receive a comprehensive resource kit. This session is ideal for journalists, writers, policy makers, lawyers, JP's and those who provide services to women who have experienced violence.

Tuesday November 9 10am - 12noon (Zoom) Facilitator: Janet Dean

Register for this free event on Eventbrite: <https://www.eventbrite.ca/e/changing-the-lens-and-language-around-violence-tickets-170497771424>



Family Violence at Work – a training session for employers

Tuesday, November 16, 2021
10:00 AM - 12:00 PM

This session will focus on Family Violence Leave requirements and how to effectively support staff who are experiencing family violence. A resource kit will be provided to all attendees.



Slavery in the US caused a decrease in the black population in Oregon as citizens returned to restore family ties. People were also looking for greater economic opportunities.

Designing your content



Slavery in the US caused a decrease in the black population in Oregon as citizens returned to restore family ties. People were also looking for greater economic opportunities.

- (a) Setting goals
- (b) Creating structure

Setting goals

What are the **3-5 concepts** that you want participants to take away from your workshop?

Setting goals: An example

- 1 Employees have rights:
Employment Standards Act
Ontario Human Rights Code
- 2 Steps to Justice has good legal Information
- 3 There are places to go for help with employment or human rights issues

STEPS TO JUSTICE

Employment Law Workshop

An OJEN facilitator's guide demonstrating a CLEO public legal information resource.



ONTARIO JUSTICE EDUCATION NETWORK
RÉSEAU ONTARIEN D'ÉDUCATION JURIDIQUE



CLEO | Community Legal Education Ontario
Éducation juridique communautaire Ontario

Creating structure: An example

1	Introductions	5 min
2	Poll: what do you know about the topic?	5 min
3	Employment law basics	20 min
4	How to navigate the Stepstojustice.ca site	10 min
5	Practice finding answers	10 min
6	Questions & discussion	10 min

TOTAL:

60 min

STEPS TO JUSTICE

Employment Law Workshop

An OJEN facilitator's guide demonstrating a CLEO public legal information resource.



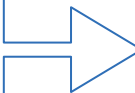
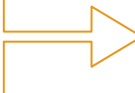
ONTARIO JUSTICE EDUCATION NETWORK
RÉSEAU ONTARIEN D'ÉDUCATION JURIDIQUE



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

Creating structure: An example

1	Introductions	5 min		Introduction and “Hook” 10 min
2	Poll: what do you know about the topic?	5 min		
3	Employment law basics	20 min		Informational Content 30 min
4	How to navigate the Stepstojustice.ca site	10 min		
5	Practice finding answers	10 min		Application and Discussion 20 min
6	Questions & discussion	10 min		
TOTAL:		60 min		

Introducing yourself

Hi, everyone, thanks for having me here today.
I'm Michelle Thompson.

I'm a Managing Partner in the IP Litigation
practice group at MAG Ontario.

My practice is mostly strategic litigation, but we
also provide legislative review and policy advice
as part of the Client Services Division.

We provide services to the client on a range of
regulatory matters.

I became a lawyer to help people.

I like music and sports.

Introducing yourself

Hi, everyone, thanks for having me here today.
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I became a lawyer to help people.

I like music and sports.

Hi, everyone, thanks for having me here today.
I'm Michelle Thompson.

I'm a public legal education lawyer with the Ontario Justice Education Network, an organization that helps young people learn about the law.

I have an unusual job for a lawyer, because instead of having clients and working on individual legal cases, my job is to go out and do presentations like this.

Our goal is to make it as easy as possible for people to learn about the law and get the supports they need if they're having legal problems. I didn't know any lawyers before I went to law school, so I remember how confusing and intimidating legal issues can feel from the outside. Feel free to ask questions as we get going.



Creating structure: “Hook”: Option 1 - Polls



True or false?

1. If your job requires a uniform, your employer can make you pay for it.

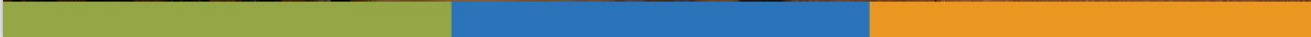


Creating structure: “Hook”: Option 2 - Scenario

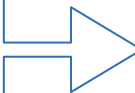
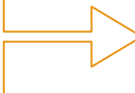


Real Life Legal Problems *Demonstration Scenario*

My boss told me that I need to work on Good Friday. He said that because I don't celebrate Easter he doesn't have to pay me any extra for working on a holiday like he does for the staff that do celebrate Easter. This doesn't seem fair.



Creating structure: An example

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TOTAL:		60 min		

Creating structure: Informational Content

Designing your slides

- Short sentences & bullet points
- Frequent headings
- Q&A format
- Plenty of white space
- Text aligned left
- Easy-to-read font
- Graphic elements to highlight key info

The screenshot shows a web browser window with the address bar displaying <https://cleoconnect.ca/tools>. The page has a red banner at the top with the text "COVID-19: Get updates on the law and legal services on Steps to Justice". Below the banner is the CLEO Connect logo and a navigation menu with links for Home, Tools & tips, and Creating good legal information. The main content area is titled "Creating good legal information" and contains several paragraphs of text and links. The footer has a dark blue bar with links for Home, Training & webinars, and Tools & tips. The URL bar at the bottom of the browser shows <https://cleoconnect.ca/create-good-legal-information>.

Creating good legal information

COVID-19: Get updates on the law and legal services on Steps to Justice

CLEO Connect

Home - Tools & tips - Creating good legal information

Creating good legal information

CLEO has produced high-quality clear language information since 1974. Check out some of our tips to help you make the legal information you create and share with your clients clearer and more understandable. Or, learn more about planning a project to share legal information with your community.

[8 best practices for better legal information](#)

Learn about CLEO's eight best practices to follow when developing legal information to help you make sure your information is accurate and reliable.

[Clear language and design tips](#)

Review CLEO's clear language and design tips, our "top three reads" on clear language and design, and [other clear writing resources](#) we like.

[Plan a legal information project](#)

Review three tips that can help you decide whether to start a legal information project.

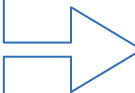
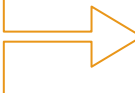
[Look for content to adapt](#)

Search the Your Legal Rights collection of resources developed by projects and organizations across Ontario.

Home Training & webinars Tools & tips

<https://cleoconnect.ca/create-good-legal-information>

Creating structure: An example

1	Introductions	5 min		Introduction and “Hook” 10 min
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TOTAL:		60 min		

Creating structure: Application & Discussion

Give your audience the chance to apply and process what they've learned.

We will discuss 4 options:

- Use a scenario
- Conduct a mock interview
- Pose a question & let audience search for the answer
- Practice filling out a form

Creating structure: Application & Discussion

1. Use a scenario

- Revisit your “hook” to discuss next steps
- Following steps through a legal process



Real Life Legal Problems *Demonstration Scenario*

My boss told me that I need to work on Good Friday. He said that because I don't celebrate Easter he doesn't have to pay me any extra for working on a holiday like he does for the staff that do celebrate Easter. This doesn't seem fair.



Creating structure: Application & Discussion

2. Mock Interview

- Practicing for potentially stressful interactions in a safe environment
- Demystifying how to access help



Creating structure: Application & Discussion

3. Pose a question; let the audience search for an answer.

- Learning how to use PLE resources
- Building research and analysis skills

1	Introductions	5 min
2	Poll: what do you know about the topic?	5 min
3	Employment law basics	20 min
4	How to navigate the Stepstojustice.ca site	10 min
5	Practice finding answers	10 min
6	Questions & discussion	10 min



TOTAL:

60 min

Creating structure: Application & Discussion

4. Practice filling out a form

- For areas with a lot of self-reps
- Use a fictional but realistic scenario
- Coaching on how to fill out forms
 - Who, what, where, when
 - Causal links



PORT: OJEN IN THE

development
Mock Trials and programs
development
and classroom visits
for professionals

10/20/2020

3 Running your workshop

PORT: OJEN IN THE

development
Mock Trials and programs
development
and classroom visits
ctor professionals

10/20/2020

Your role
Language
Being a good host

Your role: Legal information vs legal advice

Legal information:

- General
- Not specific to one situation
- Does not try to predict outcomes
- Does not interpret the law

“The Employment Standards Act lists the minimum amount of notice your employer has to give you when you are fired, based on how long you were employed.”

Legal advice:

- Specific to a situation
- Suggests what to do
- Predicts what will happen

“You should have gotten 4 weeks of notice.”

Your role: Legal information vs legal advice

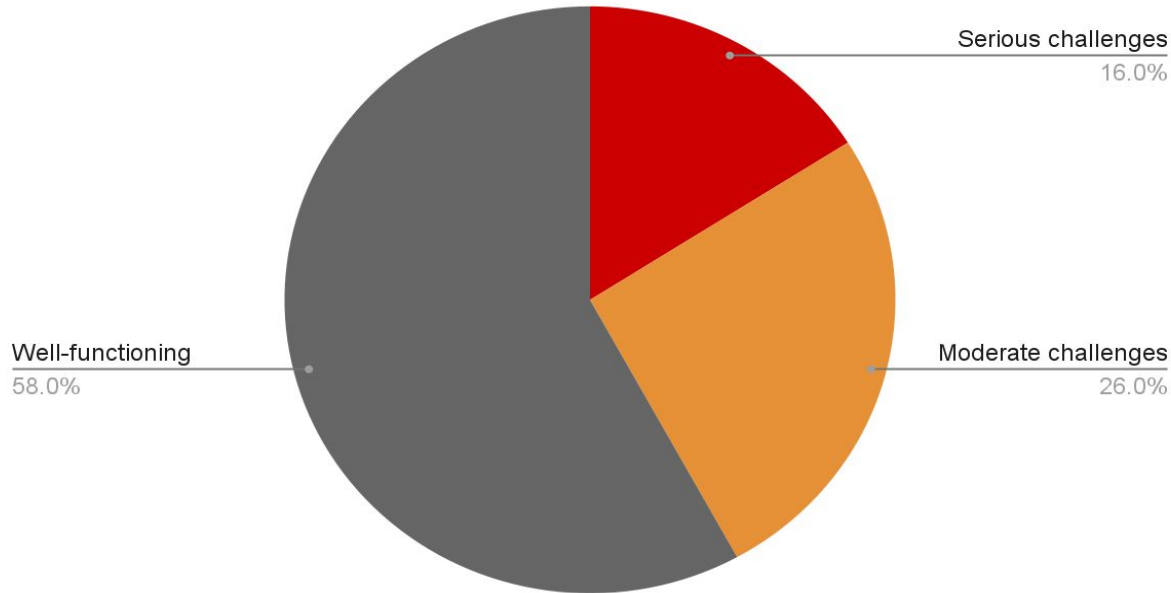
Sample script:

I'm here to lead you through some information about [topic]. Everything we're going to cover is accurate and up to date, and it reflects the kinds of questions and situations I see in my practice as a lawyer. You should feel free to ask questions - if I can't give you an answer, I can probably show you where to go for help.

The one thing I can't do is give you advice about a specific situation that's affecting you or someone you know. That's for a few reasons. Most importantly, I won't have enough information about your case to be able to give you good advice. And we don't want anybody to be sharing confidential information with the whole room. So if you have an issue and you need legal help, come talk to me after the workshop or send me an email and I will try to connect you with some resources.

Use clear and simple language

Literacy in Ontario



Using plainer language in your presentations is a *vital* skill.

Plain language is not the same as being “chatty” or conversational.

Source: *Literacy - why it matters!*, Community Literacy of Ontario

Use clear and simple language: Key ideas

Core concepts in plain language:

- Use the simplest accurate word that you can.
- Be consistent - use the same words wherever possible.
- Mind your acronyms - especially when they are spoken like words.
- Avoid phrasal verbs - eg. take over, passed down, phase out, shut down, lay off, etc.

When speaking:

- Speak your roadmap. Mark 'tentpoles' or transitions between topics.
- Finish your sentences.
- Watch for signs that the audience is lost or disengaging

Use clear and simple language: Define your legal terms

They aren't just jargon - your audience will need to know them.

Strategies:

- Define legal terms the first time you use them.
- Revisit the definition if necessary.
- “Park” key terms or acronyms on a whiteboard or chalkboard.
- Give your audience a glossary at the start of your workshop.

Use clear and simple language: Learn more

Inventory of plain language resources at
<http://www.plecanada.org/ple-processes/plain-language/>.

CLEOConnect.ca has great webinars and resources for improving your plain language skills.

Cheryl Stevens, plain language consultant:

<http://www.cherylstephens.com/>



Being a good host



Be a good host: Logistics

- Be prepared, have an agenda, and manage your time carefully.
- Give your audience the agenda before you begin
- Offer food and breaks for longer sessions.

Explain at the start:

- The legal topic that will be covered
- Workshop goals and objectives,
- What your audience will learn by the end of the workshop.
- The learning approach that will be used

Be a good host: Make your audience feel welcome and heard

Strategies:

- Consider using a group agreement
- Try not to overwhelm your audience
- Anticipate different knowledge and experiences in the audience
- Try not to be the one that is doing all of the talking
- Check in
- Be enthusiastic about what you are presenting

Proposed Group Agreement

1. Make sure everyone is able to contribute
 - more talkative people: show a little restraint
 - quieter people: your contributions are very welcome
2. Only one person speaks at a time
 - put up your hand if you want to speak and wait for your turn.
3. Respect each others' opinions even / especially if you don't agree with them
4. Participate!
5. Confidentiality - some things shouldn't be repeated outside of this meeting.
6. Be conscious of time - help stick to it, or negotiate for more
7. Mobile phones off to minimise disruptions
8. Regular breaks

Be a good host: Think about **social location**

- Factors like gender, race, education, age, class, ability, religion, sexual orientation, geographic location, etc.
- Be aware of power dynamics in the room
- Who is an expert, and in what?

Approaching legal topics with care

- Be sensitive to your audience's circumstances
- Be realistic with your recommendations
- Acknowledge that the legal system can be frustrating
 - Things don't always work the way they should
 - There are real barriers to access to justice
- There are also people working on these issues, who want to help

Be a good host: Be gentle but clear when correcting misconceptions

Remember:

- There is a lot of misinformation about the law.
- It's not always easy to find accurate legal information.
- If one person holds a misconception, others may, too.
- Don't make people feel stupid or shut down.

A photograph of a group of people sitting at a table in a workshop setting. In the foreground, a man with a beard and glasses is smiling, looking towards a woman with white hair and glasses who is also smiling. To her right, another man is looking down at something in his hands. The background shows other people seated at tables, suggesting a larger group activity. A green banner is overlaid at the bottom of the image.

4 Wrapping up your workshop

Provide take-away resources

Wherever you go, leave resources behind.

- Audiences won't accurately remember most of what you said
- Issues may emerge or evolve after the workshop

Include both **free** and **reduced-cost** legal services wherever possible.

- It's not enough to suggest that the audience just call you (unless you represent a free and broadly available service, like a legal clinic)
- Be as specific (and accurate) as possible

Provide take-away resources

Handouts should include a few general referrals:

1. A few broad sources of reliable legal information
2. A link to legal aid in your province

And a few links specific to your subject matter:

1. A few sources of reliable legal information
2. At least one source of free legal help
3. At least one source of reduced-cost legal help
4. A few services that help with related non-legal issues (mental health supports, housing supports, organizing campaigns etc.)

Example: For a session on employment law:

General Legal Information:

- Steps to Justice (www.stepstojustice.ca)
- Ontario Legal Information Centre (<https://legalinfocentre.ca/>)

Free legal services:

- Legal Aid Ontario (<https://www.legalaid.on.ca/>)

More employment law information:

- Ministry of Labour (<https://www.ontario.ca/page/ministry-labour-training-skills-development>)
- Workers Action Centre: <https://workersactioncentre.org/resources/>

Legal help with employment law:

- Pro Bono Ontario Legal Advice Hotline: <https://www.probonoontario.org/work/>
- IAVGO for injured workers (<https://iavgo.org/>)
- JusticeNet (<https://www.justicenet.ca/>)

Other supports for workplace issues:

- Workers' Action Centre: <https://workersactioncentre.org>
- Migrant Workers' Alliance for Change: <http://migrantworkersalliance.org>

Evaluation

- Evaluation data provides an understanding into:
 - What happened?
 - Why?
 - How?
- Learn more: PLEAC Webinar - “How to create and host a good legal information webinar in 2022”
 - www.pleac-aceij.ca
- Evaluation will help you focus on understanding how to optimally design your workshop to best meet its goals.

Questions?

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