

## E-learning: Drafting Directions

### Overview

This e-learning course provides guidance and tips for drafting directions.

You can choose whether to view tips for drafting directions on the Fast Track or the Multi-Track. As you work through the course there are links to the CPR.

At the end of the course you can download a PDF with a checklist.

### Duration

25 minutes

### Format

You can work through the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

### Delegates

For junior fee earners and claims handlers who are involved in drafting directions on the Fast Track or Multi-Track.

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### Outcomes

As a result of completing this course, you will:

- what directions are
- where to find the CPR governing directions for the different tracks
- what information you need to gather before you start drafting
- how to plan your draft
- how to draft clear deadlines
- the importance of cross checking with the Directions Questionnaire

### Content

- What are directions?
- Drafting directions on the Fast Track
- Drafting directions on the Multi-Track
- Planning before you start
- Drafting tips
- Reviewing and proofreading
- Checklist