

Training for International Accredited Professional Mediation Trainer

Organizer:



國際爭議解決及專業談判研究院
Academy of International Dispute Resolution &
Professional Negotiation

The course is recognized by:



香港和解中心
Hong Kong Mediation Centre



中國貿促會/
中國國際商會調解中心

內地—香港聯合調解中心
Mainland - Hong Kong Joint Mediation Center



香港和解中心



國際爭議解決及風險管理協會
International Dispute Resolution &
Risk Management Institute

YOUR OPPORTUNITIES TO BE A CERTIFIED MEDIATION TRAINER

Becoming a Mediation Trainer of Academy of International Dispute Resolution and Professional Negotiation (AIDRN) is a privileged development in the mediation profession. It demonstrates that you're an expert in the mediation field, entitles you to put Certified Mediation Trainer after your name and you will be having the opportunities to be invited to act as a Mediation Trainer in the Professional Mediation Training, International Accredited Professional Mediator Training and Workplace Mediation Training Courses.

The Training for International Accredited Professional Mediation Trainer organized by AIDRN will enable you to develop essential training skills, course designing skills and delivery skills leading to becoming a Mediation Trainer of AIDRN and Hong Kong Mediation Centre (HKMC) after satisfactorily passing the final assessment and evaluation. Upon completion of this course, you are expected to be able to:

1. Understand the approaches of the Professional Mediation Training in Hong Kong and International Dispute Resolution Mechanism
2. Understand the approaches of the Workplace Mediation Training in Hong Kong, the Mainland and overseas
3. Understand the approaches of the Corporate Training
4. Apply the concepts and details of the Professional Mediation and International Dispute Resolution Mechanism
5. Understand the ethical standards for the Trainer
6. Grasp comprehensive mediation skills applicable to the International Dispute Resolution Mechanism
7. Conduct mediation training as an Assistant Trainer under the guidance of a Lead Trainer

✔ **Stage 1 - 18 hours for lectures and assessment**

✔ **Stage 2 - 102 hours for practice**

Participants who have satisfactorily completed Stage 1 of the course and the assessment on 16 September 2018 (passing mark is 70%) will proceed to Stage 2 which will include a full observation on mediation training and practice.

An accreditation assessment will be conducted at the end of the whole course. Graduates who have achieved satisfactory results in the assessment and evaluation from both the Lead Trainer and candidates of the respective course and fulfilled the requirements specified by Hong Kong Mediation Accreditation Association Limited (HKMAAL) and / or International Dispute Resolution and Risk Management Institute (IDRRMI) may be invited to be the Assistant Trainer of the General Mediator Training Courses organized by HKMC, the International Accredited Professional Mediator Training Certificate Courses, the Workplace Mediation Training Courses organized by AIDRN and/or other corporate training programs. For the requirements for Trainers set out by HKMAAL / HKMC, please refer to the following link: <https://goo.gl/FKnfqg>

Address: 21/F, Success Commercial Building, 245 - 251
Hennessy Road, Wanchai
Fax: (852) 2866 1299
Email: admin@aidrn.org

Enquiries
(852) 3974 5481

Course Requirements

- Priority will be given to Assessors and Coaches of Mainland - Hong Kong Joint Mediation Center (MHJMC) and Coaches of HKMC
- Accredited Mediator of HKMC / HKMAAL / IDRRMI / MHJMC
- Conversant with mediation theories, skills and their applications
- Good communication skills and have the ability to adapt their communication styles to suit the needs of target participants
- Good command of both written and spoken Putonghua, while proficiency in English will be an added advantage

Pre-requisites

Prior to attending this course, it is recommended that the participants have detailed understanding of mediation process and applications of skills.

Course Contents

Stage 1

A. Introduction to the course

- Course objectives
- Schedule and structure of the course
- Assessment standards and requirements for the award of the certificate

B. Role, function, and skills of a Trainer

- Role and function of a Trainer in HKMC and AIDRN training courses
- The basic training skills, presentation skills and delivery skills
- How to design training courses, presentations and seminars
- How to align the expectations of target participants
- How to answer questions in the training, presentations or seminars
- Evaluation and Q & A
- Code of practice and ethical standards

C. Practice guidelines for conducting General Mediator Training and International Accredited Professional Mediator Training

- The International Dispute Resolution Mechanism
- The course structure of the International Accredited Professional Mediator Training Course and General Mediator Training Course
- The differences between these two training courses (approaches, aims and results, targets)
- Assessment and Assurance System of HKMAAL and IDRRMI
 - (i) IDRRMI Professional Mediator Assessment Report
 - (ii) Guidelines on the Assessment of Professional Mediator
 - (iii) Competence and assessment standards

- Dispute resolution in Hong Kong, Mainland and overseas
- Mediation skills, process and development

D. Practice guidelines for Workplace Mediation Training

- The course structure of the Workplace Mediation Training Course
- The comparison with Professional Mediator Training (approaches, aims and results, targets)
- IDRRMI Assessment System for Workplace Mediator Assurance System
- Special note for Workplace Mediation Training

E. Practice guidelines for Corporate Training

- The course structure of the Corporate Training
- Mode of services
- Expectations of target participants
- Additional skills

F. Completion of Stage 1

- Arrangement of Stage 2 training
- Assessment standards
- Assessment
- Certificate presentation



Certificate

- Certificate of Completion will be presented to participants with 100% attendance for all the Stage 1 sessions.
- Certificate of Attendance will be presented to participants with 70% attendance for all the Stage 1 sessions.
- Certificate of Accredited International Professional Mediation Trainer will be presented to graduates who have achieved satisfactory results in the assessment of Stage 1 and final assessment and evaluation in Stage 2.

Additional Remarks

The offer of the Stage 2 of the program and award of Certificate of Accredited International Professional Mediation Trainer are not guaranteed and depend on the participants' attendance in the training, their assessment results, as well as evaluation results.

Course Details

Duration:	120 hours in total
Date: <i>Stage 1</i>	8 Sept 2018 (Sat) 15 Sept 2018 (Sat) 16 Sept 2018 (Sun)
Time: <i>Stage 2</i>	10 am - 5 pm Oct 2018 - Aug 2019
Medium:	Cantonese (with English teaching materials)
Venue: <i>Stage 1</i>	9/F, Success Commercial Building, 245 - 251 Hennessy Road, Wanchai
Course Fee:	HK\$12,000
Registration Method:	Please submit (i) the completed enrolment form via the Google Link below: https://goo.gl/forms/4iRUzkyVqAc9jOF53 (ii) Registration of Interest (iii) course fee to 21/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, Hong Kong in person or by mail or email by 12:00 noon on 3 September 2018
Payment Methods:	(i) Crossed Cheque Cheque should be made payable to "Mainland - Hong Kong Joint Mediation Center Limited". (ii) Bank Transfer Please transfer your course fee to Bank of China (Account No.: 012-704-0-007316-3; Account Name: Mainland - Hong Kong Joint Mediation Center Limited).

HKMC
18
CPD Pts

MHJMC
18
CPD Pts

About Academy of International Dispute Resolution & Professional Negotiation

The Academy of International Dispute Resolution & Professional Negotiation (AIDRN) is a global academic institute that offers training, defines competency standards, and conducts researches and data analysis for dispute resolution and negotiation. AIDRN receives support and recognition from prominent dispute resolution organizations such as Hong Kong Mediation Centre (HKMC) and Mainland-Hong Kong Joint Mediation Center (MHJMC). The Advisory Board of AIDRN is composed of community leaders and eminent scholars, including Professor Simon Ho, President, Hang Seng Management College; and Professor Zhao Yun, Head of Department of Law, The University of Hong Kong. To meet the increasing demands for dispute resolution services brought up by globalization and regional integration, as well as China's Belt and Road Initiative, AIDRN nurtures talents for mediation organizations worldwide. Moreover, to support the development of quality mediation services, AIDRN endeavors to ensure the highest professional standards of mediation accreditation in Hong Kong, China and across the globe.

About International Dispute Resolution & Risk Management Institute

International Dispute Resolution and Risk Management Institute (IDRRMI) is a leading global professional body in the field of dispute resolution. IDRRMI is dedicated to provide the Belt and Road enterprises and other global organizations with one-stop solutions for dispute resolution, risk management, internal control, and corporate governance. IDRRMI has also established an accreditation mechanism to assess and certify future dispute resolution specialists of different levels. IDRRMI comprises dispute resolution experts from more than 20 countries and regions and collaborates with over 40 partner organizations in Hong Kong, China and overseas. The Advisory Board of IDRRMI consists of distinguished leaders in the commercial sector, legal profession and public services, including Ms. Leung Oi Sie, Elsie, GBM, JP, Honorary Advisor of Hong Kong Mediation Centre (HKMC); and Ms. Tam Wai Chu, Maria, GBM, GBS, CBE, JP, Deputy Director of HKSAR Basic Law Committee of Standing Committee of National People's Congress and Honorary Advisor of HKMC. To popularize the concept of diversified dispute resolution, IDRRMI has launched the first international platform in connection with China's diversified dispute resolution mechanism.

Terms and Conditions

- A. Selection will be made on the basis of applicants' mediation experience, training experience of mediation related course(s) and other mediation related experience.
- B. Registration must be made by returning the completed enrolment form via google link and sending the Registration of Interest and the crossed cheque or copy of bank-in slip to 21/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, Hong Kong by 12:00 noon on 3 September 2018. Confirmation will be notified by email upon successful registration on or before 4 September 2018. No refund will be arranged at all circumstances after 4 September 2018.
- C. If you do not receive any email confirmation from the Secretariat after 4 September 2018, your name will be on waiting list. Your submitted cheque will be voided subsequently by the Secretariat if you have not been assigned a place in the captioned course. If your course fee was made by bank transfer, a cheque will be issued to you as the refund.
- D. Participants must sign in and sign out. Participants who are late for more than 20 minutes or leave earlier in each session will not be qualified for the completion of HKMC's & MHJMC's CPD Points in respective sessions.
- E. If you are not able to attend the captioned course upon receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of your unavailability on / before the course date by email. No refund will be made after confirmation.
- F. The assessment session will be video recorded for the sole purpose of performance evaluation.
- G. If typhoon signal no. 8 or above or black rainstorm warning signal is hoisted and not lowered by 2 hours before the class starts, the class will be postponed or cancelled. Rescheduled date / time / venue will be announced in due course.
- H. AIDRN reserves the right to accept / reject the registration and make the final decision of the course.
- I. The course is subject to change at any time without liability.