



# International Professional Mediation Coach Training Course

Mediation Training Course is designed on performance-based approach to balance the teaching and practice of mediation concept and skills with designated role play exercises. Mediation Coach is one of the key participants in ensuring the high standard of our mediation training to enable the participants to receive credit towards professional mediator accreditation.

Being a Mediation Coach, he/she is expected to observe and guide role plays, to identify the areas for reinforcement and improvement of those participants of International Professional Mediator Training Certificate Courses as well as General Mediator Training Courses. Coaches will give feedback with reference to their performance in the role plays with a systematic feedback approach. Moreover, he/she is required to provide written feedback on the performance of the mediator trainee in the role-play according to the standard specified by Academy of International Dispute Resolution & Professional Negotiation ("AIDRN") and Hong Kong Mediation Accreditation Association Limited ("HKMAAL"). The objectives of this program are to explain the latest requirements of these two professional accreditation bodies. Participants will have the chance to understand mediation practice and latest development in the mainland. They will also be trained on how to effectively handle cross-border disputes. **(Participants who have satisfactorily completed the course will be qualified to apply for joining the International Accredited Professional Mediator Panel of Mainland-Hong Kong Joint Mediation Center ("MHJMC") and International Dispute Resolution & Risk Management Institute ("IDRRMI").)**

An accreditation assessment will be conducted at the end of the course. Graduates who have achieved satisfactory results in the assessment and fulfilled the requirements specified by MHJMC, IDRRMI and/or HKMAAL may be invited to be the coach of the International Professional Mediator Training Certificate Courses organized by AIDRN and/or the coach of the General Mediator Training Courses organized by Hong Kong Mediation Centre ("HKMC").

## Prerequisites

- Accredited Mediators of MHJMC, IDRRMI and/or Panel of Mediators of HKMC;
- Conversant with mediation theories, skills and their application;
- Good command of both written and spoken Chinese and English and Putonghua ; and
- Good communication skills and have the ability to adapt their communication style to suit the need of audience

## Duration

13 hours (5 lessons)

## Dates and Time

23, 25, 28 January 2019  
(7:00pm - 9:30pm)

29 January 2019  
(7:15pm - 9:45pm)

30 January 2019  
(7:00pm - 10:00pm)

## Medium

Cantonese  
(with English teaching materials)

## Venue

21/F, Success Commercial Building,  
245-251 Hennessy Road, Wanchai, Hong Kong

## CPD

MHJMC: 13 points  
HKMC: 13 points

## Course Fee

HK\$5,000

## Course Contents

### A. Requirements of MHJMC and HKMAAL

- Requirements, process and forms
- The system and the approaches of the International Accredited Professional Mediator
- Mediation concepts and skills
- Course outline

### B. Roles and Duties of Mediation Coaches

- In International Professional Mediator Training Certificate Courses organized or co-organized by AIDRN
- In General Mediator Training Courses organized or co-organized by HKMC
- Process and tips of giving feedback/written feedback

### C. Professional Aspect of Mediation Coach

- The recommended charges for an International Accredited Professional Mediator
- Expectation on Coach's experience and performance
- Administration issues

### D. The Development of the Latest International Commercial Dispute Resolution Mechanism

- The operation of International Commercial Dispute Resolution Mechanism
- The latest development of the United Nations Commission on International Trade Law ("UNCITRAL") and the signing of the Convention on Settlement Agreement

### E. Accreditation Assessment

- Assessment

## Certificate

- Certificate of Completion will be presented to participants who have attendance of 100% or above for all the sessions.
- Certificate of Attendance will be presented to participants who have attendance of 70% or above for all the sessions.
- Certificate of Accredited International Professional Mediation Coach will be presented to graduates who have attendance of 70% or above for all the sessions and have achieved satisfactory results in the assessment.

## Registration Method

1. Please complete and submit the online application form via the below link:

<https://goo.gl/forms/tjDS8ba9UaJ40wUn1>

2. Please submit your latest CV; and

3. Please settle the course fee by either cross-cheque or bank transfer **on or before 12:00 noon, 17 January 2019 (Thu)**.

## Payment Methods

### 1. Cross-cheque

Cheque should be made payable to "Mainland - Hong Kong Joint Mediation Center Limited" / 「內地—香港聯合調解中心有限公司」.

### 2. Bank Transfer

Please transfer your course fee to the following account.

Bank Name : BANK OF CHINA (HONG KONG) LIMITED

Bank Account : Mainland - Hong Kong Joint Mediation Center Limited

Bank Account Number : 012-704-0-007316-3

Please write your full name, contact number and course title at the back of your cheque or bank slip.

## About Academy of International Dispute Resolution & Professional Negotiation

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, Mainland-Hong Kong Joint Mediation Center and universities in Australia, China and the United Kingdom. The Advisory Board of AIDRN is composed of political figures and eminent scholars across the globe. To meet the increasing demand for dispute resolution services brought up by globalization and regional integration, as well as China's Belt and Road Initiative, AIDRN nurtures talents for dispute resolution 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 worldwide.

## About International Dispute Resolution & Risk Management Institute

International Dispute Resolution & Risk Management Institute (IDRRMI) is a leading global professional body in the field of dispute resolution which receives support and recognition from Mainland authorities and prominent dispute resolution organizations such as Hong Kong Mediation Centre, Mainland - Hong Kong Joint Mediation Center and universities in Australia, China and the United Kingdom. IDRRMI is dedicated to providing 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 dispute resolution specialists of different levels. The Advisory Board of IDRRMI consists of distinguished leaders in the commercial sector, legal profession and public services. 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. 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 CV 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 17 January 2019. Confirmation will be notified by email upon successful registration on or before 18 January 2019. No refund will be arranged at all circumstances after 18 January 2019.
- C. If you do not receive any email confirmation from the Secretariat after 18 January 2019, 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. Under the requirement of HKMAAL, a qualified Coach should have conducted at a minimum of 5 mediation cases or 50 mediation hours as a mediator within 3 years prior to the date of course approval.
- E. 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.
- F. 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.
- G. The assessment session will be video recorded for the sole purpose of performance evaluation.
- H. 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.
- I. AIDRN reserves the right to accept / reject the registration and make the final decision of the course.
- J. The course is subject to change at any time without liability.

### Academy of International Dispute Resolution & Professional Negotiation

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