

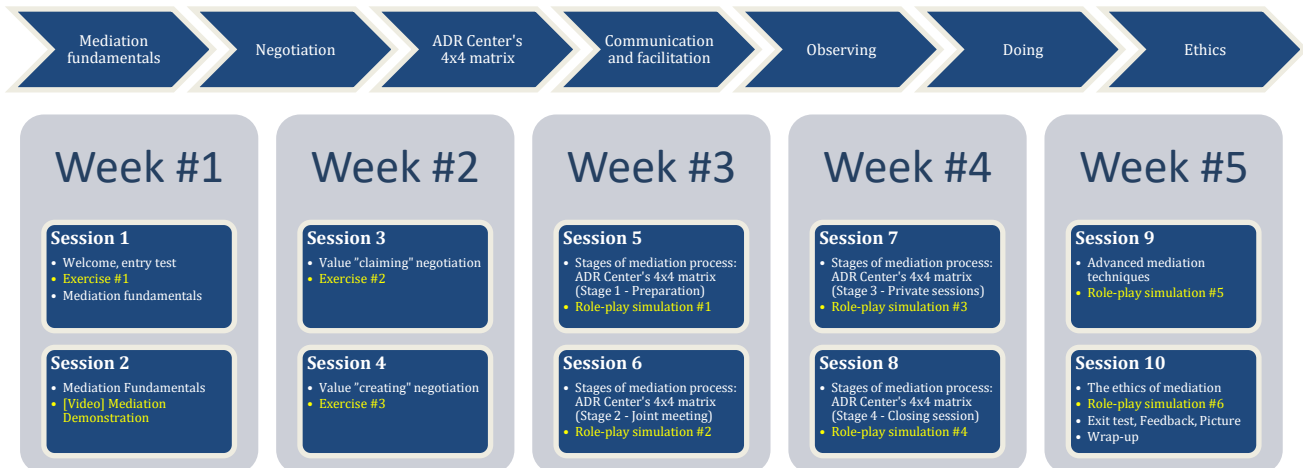
**AGENDA**

# ADR Center International Accredited Mediation Training

February-March 2022

 Course URL: <https://academy.adrcenter.com/courses/adr-center-accredited-mediator-training-feb-2022>

The goal of the program is to build the participants' capacity to resolve disputes effectively through mediation.



## FEBRUARY 2022

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7 Day 1	8	9	10 Day 2	11	12	13
14 Day 3	15	16	17 Day 4	18	19	20
21 Day 5	22	23	24 Day 6	25	26	27
28 Day 7						

## MARCH 2022

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3 Day 8	4	5	6
7 Day 9	8	9	10 Day 10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The detailed training agenda is listed below. The structure of the sessions may be reorganized by the trainers in consultation with the training participants, in order to achieve maximum results:

	Individual offline work (1h)	Pre-training work and personal learning style assessment
Day 1	<b>Monday, Feb. 7<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
	15:00	1. <b>Group discussion: Welcome and introduction</b> (presentation, goals, agenda, essential skills and competencies, ADR Center accreditation);
		2. <b>Assessment:</b> Initial/entry knowledge assessment <b>test</b> ;
	16:50	<i>Break</i>

	17:00	3. <b>Practical activity/Exercise: The Fundamental Choice</b> , to settle or to turn it to an authority? (The Rare Table exercise)
		4. <b>Course/Discussion: Mediation fundamentals</b> (ADR Spectrum, Conflict analysis and dynamics, mediation definitions, underlying principles of mediation (e.g. confidentiality, neutrality/independence, impartiality, self-determination), mediation process and stages - ADR Center's 4x4 matrix);
	18:50	5. <b>Overview of Day 1, questions, general discussion, "Issue parking"</b> (discussions of the issues raised by participants during the day)
	Individual offline work (1h)	Questionnaire: How do I manage my own differences?
<b>Day 2</b>	<b>Thursday, Feb. 10<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
	15:00	6. Reflections after Training Day #1. Review of Training Day #2
		7. <b>Course/Discussion: Mediation fundamentals [continued]</b> (ADR Spectrum, Conflict analysis and dynamics, mediation definitions, underlying principles of mediation (e.g. confidentiality, neutrality/independence, impartiality, self-determination), mediation process and stages - ADR Center's 4x4 matrix);
	16:50	<i>Break</i>
	17:00	8. <b>Practical activity/Role-play: Demonstration of mediation principles and stages</b> (video of a simulated dispute / in-class live demonstration of a mediation process);
	18.50	9. <b>Overview of Day 2, questions, general discussion, "Issue parking"</b> (discussions of the issues raised by participants during the day)
	Individual offline work (1h)	<b>Quiz #1: Mediation fundamentals</b> <b>Read</b> briefs (confidential briefs) for the following session's practice activities.
<b>Day 3</b>	<b>Monday, Feb. 14<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
	15:00	10. Reflections after Training Day #2. Review of Training Day #3
		11. <b>Course/Discussion: Distributive Negotiation</b> <ul style="list-style-type: none"> <li>• Basic negotiation theory</li> <li>• Negotiation preparation and stages</li> <li>• Managing the negotiation process</li> <li>• Negotiation and communication techniques</li> <li>• Negotiation methods (based on interests and positions, intuitive, distributive)</li> </ul>
	16:50	<i>Break</i>
	17:00	12. <b>Practical activity/Exercise: "Claiming value" in negotiation</b> <ul style="list-style-type: none"> <li>• Common practices</li> <li>• Possible Area of Agreement (ZOPA) / BATNA / WATNA</li> <li>• Facilitated discussion / debrief</li> </ul>
	18.50	13. <b>Overview of Day 3, questions, general discussion, "Issue parking"</b> (discussions of the issues raised by participants during the day)
	Individual offline work (1h)	<b>Read</b> briefs (confidential briefs) for the following session's practice activities.

<b>Day 4</b>	<b>Thursday, Feb. 17<sup>th</sup> 2022</b>	<b>15:00 – 19:00 [Central European Time]</b>
15:00	14. Reflections after Training Day #3. Review of Training Day #4	
	15. <b>Course/Discussion:</b> Integrative Negotiation <ul style="list-style-type: none"> <li>• “Principles based” negotiation</li> <li>• Method of negotiating through the four Harvard principles from Fisher and Ury’s book “Getting to Yes”</li> <li>• How these principles relate to negotiating behaviours</li> <li>• Applying principled based negotiation in mediation</li> </ul>	
16:50	<i>Break</i>	
17:00	16. <b>Practical activity/Exercise:</b> “Creating value” in negotiation <ul style="list-style-type: none"> <li>• Common practices</li> <li>• Generation options based on needs and interests</li> <li>• Facilitated discussion / debrief</li> </ul>	
18.50	17. <b>Overview of Day 4, questions, general discussion, “Issue parking”</b> (discussions of the issues raised by participants during the day)	
Individual offline work (1h)	<b>Quiz #2: Negotiation</b> <b>Read</b> briefs (confidential briefs) for the following session’s practice activities.	
<b>Day 5</b>	<b>Monday, Feb. 21<sup>st</sup> 2022</b>	<b>15:00 – 19:00 [Central European Time]</b>
15:00	18. Reflections after Training Day #4. Review of Training Day #5	
	19. <b>Course/Discussion</b> Mediation process. ADR Center’s 4x4 mediation model (Stage 1 - Preparation) <ul style="list-style-type: none"> <li>• Creating a safe, constructive, and effective environment</li> <li>• Workplace mediation enabling factors</li> <li>• Encouraging people to participate in mediation</li> <li>• Selecting the mediator</li> <li>• Controlling conflicts of interest</li> <li>• Code of Ethics / Confidentiality</li> <li>• Initial contact of a mediator with lawyers and parties</li> <li>• Place of mediation / space selection</li> <li>• Determining mediation fees</li> <li>• Liability issues</li> </ul>	
16:50	<i>Break</i>	
17:00	20. <b>Practical activity/Role-play simulation: Mediation simulation #1.</b> Preparation. Facilitated discussion / debrief.	
18.50	21. <b>Overview of Day 5, questions, general discussion, “Issue parking”</b> (discussions of the issues raised by participants during the day)	
Individual offline work (1h)	<b>Read</b> briefs (confidential briefs) for the following session’s practice activities.	
<b>Day 6</b>	<b>Thursday, Feb. 24<sup>th</sup> 2022</b>	<b>15:00 – 19:00 [Central European Time]</b>
15:00	22. Reflections after Training Day #5. Review of Training Day #6	
	23. <b>Course/Discussion</b> Mediation process. ADR Center’s 4x4 mediation model ( <b>Stage 2 – Joint session</b> ) <ul style="list-style-type: none"> <li>• Start of the joint session</li> <li>• Explain to parties the procedure and rules</li> </ul>	

		<ul style="list-style-type: none"> <li>• Mediation principles</li> <li>• Inaugural Joint Meeting and mediator's opening statement</li> <li>• Communication &amp; Intervention Techniques</li> <li>• Active listening / Asking questions / Writing / Framing / Summary / From positions to interests and needs</li> </ul>
		24. <b>Practical activity/Exercise:</b> Mediator's opening statement practice. Facilitated discussion / debrief
16:50		<i>Break</i>
17:00		25. <b>Practical activity/Role-play simulation: Mediation simulation #2.</b> Joint session. Facilitated discussion / debrief.
18.50		26. <b>Overview of Day 6, questions, general discussion, "Issue parking"</b> (discussions of the issues raised by participants during the day)
Individual offline work (1h)		<b>Individual assignment:</b> Mediator's opening statement <b>Read</b> briefs (confidential briefs) for the following session's practice activities.
<b>Day 7</b>	<b>Monday, Feb. 28<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
15:00		27. Reflections after Training Day #6. Review of Training Day #7
		28. <b>Course/Discussion</b> Mediation process. ADR Center's 4x4 mediation model ( <b>Stage 3 – Private sessions</b> ) <ul style="list-style-type: none"> <li>• Start of the joint session</li> <li>• Explain to parties the procedure and rules</li> <li>• Mediation principles</li> <li>• Inaugural Joint Meeting and mediator's opening statement</li> <li>• Communication &amp; Intervention Techniques</li> <li>• Active listening / Asking questions / Writing / Framing / Summary / From positions to interests and needs</li> </ul>
16:50		<i>Break</i>
17:00		29. <b>Practical activity/Role-play simulation: Mediation simulation #3.</b> Private sessions. Facilitated discussion / debrief.
18.50		30. <b>Overview of Day 7, questions, general discussion, "Issue parking"</b> (discussions of the issues raised by participants during the day)
Individual offline work (1h)		<b>Read</b> briefs (confidential briefs) for the following session's practice activities.
<b>Day 8</b>	<b>Thursday, Mar. 3<sup>rd</sup> 2022</b>	15:00 – 19:00 [Central European Time]
15:00		31. Reflections after Training Day #7. Review of Training Day #8
		32. <b>Course/Discussion</b> Mediation process. ADR Center's 4x4 mediation model ( <b>Stage 4 – Closing session</b> ) <ul style="list-style-type: none"> <li>• Communication skills for the mediator</li> <li>• Selecting options</li> <li>• Facilitating informed agreements</li> <li>• "S.M.A.R.T." agreements</li> <li>• Settlement as implementation plans</li> </ul>
16:50		<i>Break</i>

	17:00	33. <b>Practical activity/Role-play simulation: Mediation simulation #4.</b> Closing session. Facilitated discussion / debrief.
	18.50	34. <b>Overview of Day 8, questions, general discussion, “Issue parking”</b> (discussions of the issues raised by participants during the day)
	Individual offline work (1h)	<b>Quiz #3:</b> Mediation process <b>Read</b> briefs (confidential briefs) for the following session’s practice activities.
<b>Day 9</b>	<b>Monday, Mar. 7<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
	15:00	35. Reflections after Training Day #8. Review of Training Day #9
		36. <b>Course/Discussion</b> Advanced mediation techniques <ul style="list-style-type: none"> <li>• Effective stakeholder mapping in mediation</li> <li>• Breaking the impasse/deadlock techniques</li> <li>• Risk management and decision trees in commercial mediation</li> </ul>
	16:50	<i>Break</i>
	17:00	37. <b>Practical activity/Role-play simulation: Mediation simulation #5.</b> Advanced mediation techniques. Facilitated discussion / debrief.
	18.50	38. <b>Overview of Day 9, questions, general discussion, “Issue parking”</b> (discussions of the issues raised by participants during the day)
	Individual offline work (2h)	<b>Final assignment:</b> Mediation Intervention Plan <b>Read</b> briefs (confidential briefs) for the following session’s practice activities.
<b>Day 10</b>	<b>Thursday, Mar. 10<sup>th</sup> 2022</b>	15:00 – 19:00 [Central European Time]
	15:00	39. Reflections after Training Day #9. Review of Training Day #10
		40. <b>Course/Discussion</b> Mediation ethics. Mediating across cultures. <ul style="list-style-type: none"> <li>• Problem solving mind of a mediator, its potential and boundaries.</li> <li>• Using a gender-sensitive approach when mediating</li> <li>• The mediator’s ethical filter</li> <li>• Cross-cultural theories.</li> <li>• Facilitated discussion / debrief</li> </ul>
		41. <b>Practical activity/Exercise:</b> Dealing with ethical dilemmas.
	16:50	<i>Break</i>
	17:00	42. <b>Practical activity/Role-play simulation: Mediation simulation #6.</b> Mediation ethics. Facilitated discussion / debrief.
	18:30	43. <b>Assessment:</b> Final/exit knowledge assessment test
	18.45	44. Course feedback, virtual closing ceremony, group picture and closure.
	Individual offline work (1h)	<b>Quiz #4:</b> Mediation ethics Course <b>feedback.</b>