

Mediation and Conciliation Training Programme

MCTP Agenda

City (Country), Date

Trainers:

Start	End	Start	End	Duration	Topic / Session	Trainer	Role Play Requirements / Notes	Format of Topic
DAY ONE								
		8:30 AM	9:00 AM	0:30	Arrival and Registration			
9:00 AM		9:00 AM	9:15 AM	0:15	Welcome and Faculty Introductions	NCAB Chair and SAM		Lecture
		9:15 AM	9:35 AM	0:20	Introductions to the Course			Lecture
		9:35 AM	9:55 AM	0:20	Participant Introductions			Exercise
		9:55 AM	10:15 AM	0:20	Dividing Diamonds			Exercise
		10:15 AM	10:45 AM	0:30	Introduction to Dispute Resolution			Lecture
10:45 AM	11:00 AM	10:45 AM	11:00 AM	0:15	Morning Break			
		11:00 AM	11:20 AM	0:20	Approaches to Negotiation: Positional vs. Interest-based Negotiation			Lecture
		11:20 AM	11:35 AM	0:15	Core Competencies of an Effective Mediator			Lecture
		11:35 AM	11:50 AM	0:15	Introduction to the Phases of Mediation			Lecture
		11:50 AM	12:00 PM	0:10	Phase One: The Preparation Phase			Lecture
		12:00 PM	1:00 PM	1:00	Phase Two: The Opening Phase	Mediator (), Kabir (), Shameela (), Scribe ()		Lecture, Exercise, Faculty Demo
1:00 PM	2:00 PM	1:00 PM	2:00 PM	1:00	Lunch			
		2:00 PM	2:20 PM	0:20	Phase Three: The Exploration Phase - Positions and Interests			Lecture, Exercise
		2:20 PM	3:30 PM	1:10	Active Listening: Verbal Communication	Trainer 1 (), Trainer 2 ()		Lecture, Exercise, Faculty Demo
		3:30 PM	4:30 PM	1:00	What and How to Explore in Private Meetings	Mediator (), Shameela ()		Lecture, Faculty Demo
4:30 PM	4:45 PM	4:30 PM	4:45 PM	0:15	Afternoon Break			
		4:45 PM	4:50 PM	0:05	Giving and Receiving Feedback			Lecture
		4:50 PM	5:00 PM	0:10	The Atlanta Affair - Introduction to the Role Play and Preparation			Role Play
		5:00 PM	6:00 PM	1:00	Role Play 1 - The Atlanta Affair			Role Play
		6:00 PM	6:10 PM	0:10	Group Feedback to the Mediator			Role Play
		6:10 PM	6:30 PM	0:20	Debrief of Role Play 1 - The Atlanta Affair			Facilitation
		6:30 PM	7:00 PM	0:30	Topics Board, Preview of Day 2 and Evaluations			Facilitation
7:00 PM		7:00 PM			Close of day			

Mediation and Conciliation Training Programme

MCTP Agenda

City (Country), Date

Trainers:

Start	End	Start	End	Duration	Topic / Session	Trainer	Role Play Requirements / Notes	Format of Topic
DAY TWO								
		9:00 AM	9:15 AM	0:15	Reflections from Day 1, Topics Board and Overview of Day 2			Facilitation
		9:15 AM	9:25 AM	0:10	Pop Quiz			Facilitation
		9:25 AM	9:55 AM	0:30	Active Listening: Non-Verbal Communication			Lecture, Exercise
		9:55 AM	10:45 AM	0:50	Information Exchange	Mediator (), Kabir ()		Lecture, Faculty Demo, Exercise
10:45 AM	11:00 AM	10:45 AM	11:00 AM	0:15	Morning Break			
		11:00 AM	11:35 AM	0:35				
			Joint Meetings					
		11:35 AM	11:50 AM	0:15	Tips for Using the Flip Chart			Facilitation
		11:50 AM	12:30 PM	0:40	Co-mediation			Facilitation, Exercise
12:30 PM	1:30 PM	12:30 PM	1:30 PM	1:00	Lunch			
		1:30 PM	2:40 PM	1:10	Phase Four: The Bargaining Phase			Lecture, Exercise
		2:40 PM	3:30 PM	0:50	Facilitating the Making of Offers			Lecture, Exercise
3:30 PM	3:45 PM	3:30 PM	3:45 PM	0:15	Afternoon Break			
		3:45 PM	4:25 PM	0:40	Working with Emotions	Mediator (), Fatima ()		Lecture, Faculty Demo, Exercise
		4:25 PM	4:35 PM	0:10	I Want My Freedom: Introduction to the Role Play and Preparation			Role Play
		4:35 PM	5:35 PM	1:00	Role Play 2 - I Want My Freedom			Role Play
		5:35 PM	5:45 PM	0:10	Group Feedback to the Mediator			Role Play
		5:45 PM	6:00 PM	0:15	Debrief of Role Play 2 - I Want My Freedom			Facilitation
		6:00 PM	6:30 PM	0:30	Topics Board, Preview of Day 3 and Evaluations			Facilitation
6:30 PM		6:30 PM			Close of Day			

Mediation and Conciliation Training Programme

MCTP Agenda

City (Country), Date

Trainers:

Start	End	Start	End	Duration	Topic / Session	Trainer	Role Play Requirements / Notes	Format of Topic
DAY THREE								
		9:00 AM	9:15 AM	0:15	Reflection from Day 2, Topics board and Overview of Day 3			Facilitation
		9:15 AM	9:30 AM	0:15	Pop Quiz			Facilitation
		9:30 AM	10:15 AM	0:45	Managing Power Imbalances			Lecture, Exercise
		10:15 AM	10:55 AM	0:40	When the Going Gets Tough: Managing Apparent Deadlock			Lecture, Exercise
10:55 AM	11:10 AM	10:55 AM	11:10 AM	0:15	Morning Break			
		11:10 AM	12:00 PM	0:50	Assessing Alternatives to Not Settling and Doubt Creation		Mediator (), Kabir ()	Lecture, Faculty Demo, Exercise
		12:00 PM	1:00 PM	1:00	Ethical Underpinnings of ADR in Islam			Lecture, Exercise
1:00 PM	2:00 PM	1:00 PM	2:00 PM	1:00	Lunch			
		2:00 PM	2:30 PM	0:30	Working with Lawyers			Fishbowl Demo: Mediator (Participant), Kabir (), Lawyer ()
		2:30 PM	3:20 PM	0:50	Mediator Ethical and Legal Obligations			Lecture, Faculty Demo
		3:20 PM	3:55 PM	0:35	Phase Five: The Concluding Phase			Lecture, Exercise
3:55 PM	4:10 PM	3:55 PM	4:10 PM	0:15	Afternoon Break			Lecture, Exercise
		4:10 PM	4:20 PM	0:10	Partner or Opponent - Introduction to the Role Play and Preparation			Role Play
		4:20 PM	5:20 PM	1:00	Role Play 3: Partner or Opponent			Role Play
		5:20 PM	5:30 PM	0:10	Group Feedback to the Mediator			Role Play
		5:30 PM	5:45 PM	0:15	Debrief of Role Play 3 - Partner or Opponent			Facilitation
		5:45 PM	6:15 PM	0:30	Topics Board, Preview of Day 4 and Evaluations			Facilitation
6:15 PM		6:15 PM			Close of Day			

Mediation and Conciliation Training Programme

MCTP Agenda

City (Country), Date

Trainers:

Start	End	Start	End	Duration	Topic / Session	Trainer	Role Play Requirements / Notes	Format of Topic
DAY FOUR								
		9:00 AM	9:00 AM	9:10 AM	0:10	Reflections from Day 3, Topics Board and Overview of Day 4		
		9:10 AM	9:15 AM	0:05	Transition for Role Play: Big Bang Mumbai - Round 1			Role Play
		9:15 AM	10:05 AM	0:50	Role Play: Big Bang Mumbai - Round 1: Mediator A			Role Play
		10:05 AM	10:55 AM	0:50	Role Play: Big Bang Mumbai - Round 1: Mediator B			Role Play
10:55 AM	11:45 AM	10:55 AM	11:45 AM	0:50	Morning Break (20 min) / Reading Time for Round 2 / Mediator A & B Feedback			
		11:45 AM	11:50 AM	0:05	Transition for Role Play: Big Bang Mumbai - Round 2			Role Play
		11:50 AM	12:40 PM	0:50	Role Play: Big Bang Mumbai - Round 2: Mediator A			Role Play
		12:40 PM	1:30 PM	0:50	Role Play: Big Bang Mumbai - Round 2: Mediator B			Role Play
1:30 PM	3:00 PM	1:30 PM	3:00 PM	1:30	Lunch (60 min) / Reading Time for Round 3 / Mediator A and B Feedback			
		3:00 PM	3:05 PM	0:05	Transition for Role Play: Big Bang Mumbai - Round 3			Role Play
		3:05 PM	3:55 PM	0:50	Role Play: Big Bang Mumbai - Round 3: Mediator A			Role Play
		3:55 PM	4:45 PM	0:50	Role Play: Big Bang Mumbai - Round 3: Mediator B			Role Play
4:45 PM	5:25 PM	4:45 PM	5:25 PM	0:40	Afternoon Break (20 min) / Mediator A and B Feedback			
		5:25 PM	5:40 PM	0:15	Debrief - Role Play 4 - Big Bang Mumbai			Facilitation
		5:40 PM	5:45 PM	0:05	Plenary and Closing Summary			Facilitation
		5:45 PM	6:15 PM	0:30	Preview of Day 5, Evaluations			Lecture
6:15 PM		6:15 PM			Close of Day			

Mediation and Conciliation Training Programme

MCTP Agenda

City (Country), Date

Trainers:

Start	End	Start	End	Duration	Topic / Session	Trainer	Role Play Requirements / Notes	Format of Topic
DAY FIVE								
9:00 AM		9:00 AM	9:15 AM	0:15	Reflections from Day 4, Topics Board and Overview of Day 5			Facilitation
		9:15 AM	9:30 AM	0:15	Opening and Plenary			Facilitation
		9:30 AM	9:45 AM	0:15	3-2-1- Exercise			Facilitation
		9:45 AM	9:55 AM	0:10	Reminder of the Structure of the Day			Facilitation
		9:55 AM	10:00 AM	0:05	Transition for Role Play: Syria House			Role Play
		10:00 AM	10:50 AM	0:50	Role Play: Syria House - Mediator A			Role Play
		10:50 AM	11:40 AM	0:50	Role Play: Syria House - Mediator B			Role Play
11:40 AM	12:10 PM	11:40 AM	12:10 PM	0:30	Morning Break (10 min) / Reading Time / Mediator A & B Feedback			Role Play
		12:10 PM	12:15 PM	0:05	Transition for Role Play: First Class Fotos			Role Play
		12:15 PM	1:05 PM	0:50	Role Play: First Class Fotos: Mediator A			Role Play
		1:05 PM	1:55 PM	0:50	Role Play: First Class Fotos: Mediator B			Role Play
1:55 PM	2:55 PM	1:55 PM	2:55 PM	1:00	Lunch (30 min) / Reading Time / Mediator A and B Feedback			Role Play
		2:55 PM	3:00 PM	0:05	Transition for Role Play: The Sour Deal			Role Play
		3:00 PM	3:50 PM	0:50	Role Play: The Sour Deal- Mediator A			Role Play
		3:50 PM	4:40 PM	0:50	Role Play: The Sour Deal- Mediator B			Role Play
		4:40 PM	5:30 PM	0:50	Closing Plenary / What Happens Next / Evaluations			Role Play
5:30 PM		5:30 PM			Close of Day			Facilitation
5:30 PM	6:00 PM	5:30 PM	6:00 PM	0:30	Afternoon Break (10 min) / Mediator A and B Feedback			