



BREAKTHROUGHADR

Breakthrough ADR International Accredited 50-Hour Mediation Training

Welcome to Breakthrough ADR’s 5-Day, 50-hour basic mediation training course!

We’re thrilled to have you join us for our internationally accredited mediation training program. Our mission is simple: to help you master the skills needed to resolve disputes efficiently and effectively through mediation and advanced negotiation techniques. At Breakthrough ADR, we view mediation as *facilitated negotiation* at its best—and we’re here to help you grow as both a mediator and a negotiator.

Our philosophy is that the best way to learn is by doing. While we provide theories through engaging lectures and discussions, we also ensure plenty of time for hands-on practice, so you can adapt and refine these techniques to suit your unique style. We specialize in creating highly interactive and dynamic lessons because let’s face it—conflict can be intense, but your training does not have to be.

Below, you’ll find our course agenda. Please note that we’ve tailored this training to meet the specific needs of your cohort. Our experienced trainers may adjust the modules as needed to ensure we reach our collective learning goals.

We can’t wait to get started!

Pre-Course Work					
Independent Exercises	0.1	Pre-course assessment, review worksheets and role play assignments.	2 hours		

Day 1: The Fundamentals of Mediation					
Time	Mod	Description	Format	Type	Methodology
8:00-9:15	1.1	Course Overview: Welcome, introductions, training philosophy, and agenda review	LG	K	L/D
9:15-9:30	1.2	Assessment: Entry exam	IND	K	E
9:30-9:40	1.3	Exercise: What is conflict?	LG	K	E
9:40-10:00	1.4	Overview of Conflict Resolution Theory	LG	K	L/D
10:00-10:30		BREAK			
10:30-11:15	1.5	The ADR Spectrum	LG	K	L/D
11:15-12:00	1.6	3 Conflict Perspectives- Power, Identity and Emotion		K	L/D
12:00-12:30	1.7	Exercise: The Mediation Principles	LG	K	L/D/E
12:30-1:30		LUNCH BREAK			



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1:30-2:15	1.8	Exercise: 5 Conflict Communication Styles	LG	S	L/D/E
2:15-3:00	1.9	Introduction to 10 Stages of the Mediation Process	LG	K	L/D/E
3:00-3:30		BREAK			
3:30-3:45	1.10	Exercise: Active Listening Part I	PAIR	S	L/D/E
3:45-5:00	1.11	Introduction to Conflict Charting/ Mediation Demonstration	LG	K/S	L/D/E
5:00-5:30	1.12	Group Debrief, Q&A, Introduce Homework Assignment, and Adjournment	LG	K	D
Independent Exercises	1.13	1. Watch active listening videos	10mins		
		2. Read Sample Opening Statements for single mediator and co-mediator. Complete Stage 1 Opening Statement Prewrite Worksheet	10mins		
		3. Complete Stage 2 and Stage 3 Uninterrupted Time and Summarizing Statements Prewrite Worksheet	15mins		
		4. Reflection Journal Entry: (< 2pgs)	25mins		

Day 2: The Fundamentals of Negotiation/ The Mediation Process					
Time	Mod	Description	Format	Type	Methodology
8:00-8:45	2.1	Review Day 1/ Preview Day 2	LG	K	L/D
8:45-9:30	2.2	The Foundational Five Negotiation Elements (5 things you must know: what you want, what you need, how to actively listen, how to communicate and when to close)	LG	K	L/D
9:30-10:00	2.3	Exercise: Active Listening Part II	SG	S	E
10:00-10:30		BREAK			
10:30-11:00	2.4	Overview of Negotiation Theory	LG	K	L/D
11:00-11:30	2.5	Pre-Mediation Preparation	LG	K	L/D
11:30-12:00	2.6	Stage 1: Opening Statement	LG	K	L/D
12:00-12:30	2.7	Exercise: Draft Opening Statement	Pair	S	E
12:30-1:30		LUNCH BREAK			
1:30-1:45	2.8	Stage 2: Uninterrupted Time	LG	S	L/D
1:45-2:00	2.9	Stage 3: Summarizing Statements	LG	S	L/D
2:00-2:30	2.10	Negotiation Principles and Strategy	LG	K	L/D
2:30-3:00	2.11	Exercise: Negotiate This! Part I	SM	S	E



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3:00-3:30		BREAK			
3:30-5:00	2.12	Exercise: Role Plays 1& 2	SG	S	E/D
5:00-5:30	2.13	Group Debrief, Q&A, Introduce Homework Assignment, and Adjournment	LG	K	D
Independent Exercises	2.14	1. Watch co-mediation video (link provided), read co-mediation articles (links provided) complete "Co-Mediation Worksheet"	20mins		
		2. Read "How to Be a Brave Mediator" reflect on your takeaways	5mins		
		3. Practice active listening exercise with someone outside of class	10mins		
		4. Reflection Journal: (< 2pgs)	25mins		

Day 3: The Fundamentals of Negotiation/ The Mediation Process					
Time	Mod	Description	Format	Type	Methodology
8:00-8:45	3.1	Review Day 2/ Preview Day 3	LG	K	L/D
8:45-9:15	3.2	Stage 4: Gathering Information	LG	K	L/D/E
9:15-10:00	3.3	Exercise: Mediator Mixer	SG	S	E
10:00-10:30		BREAK			
10:30-11:00	3.4	Stage 5: Agenda Setting	LG	K	L/D
11:45-12:15	3.5	Exercise: Conductor and Orchestra	LG	S	E
11:00-11:30	3.6	Stage 6: Brainstorming Ideas			L/D
11:30-11:45	3.7	Stage 7: Reality Testing Ideas			L/D
11:45-12:15	3.8	Exercise: Silo- A Dystopian Future	LG	K	E
12:30-1:30		LUNCH BREAK			
1:30-1:45	3.9	Stage 8: Reaching Understanding or Agreement	LG	K	L/D
2:30-3:00	3.10	Exercise: Ensuring Agreements A.D.D.U.P.	LG	S	E
1:45-2:00	3.11	Stage 9: Closing Statement	LG	K	L/D
2:00-2:30	3.12	Stage 10: Using Private Sessions		K	L/D
2:30-3:00	3.13	Exercise: Draft Closing Statement	LG	S	E
3:00-3:30		BREAK			
3:30-5:00	3.14	Exercise: Role Plays 3&4	SG	S	E
5:00-5:30	3.15	Group Debrief, Q&A, Introduce Homework Assignment, and Adjournment	LG	K	D



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Independent Exercises	3.16	1. Watch two skills videos: links provided; complete worksheet	10mins		
		2. Prepare for next day's role plays	25mins		
		3. Reflection Journal: (< 2pgs)	25mins		

Day 4: Negotiating In Real Life					
Time	Mod	Description	Format	Type	Methodology
8:00-8:45	4.1	Review Day 3/ Preview Day 4	LG	K	L/D
8:45-9:15	4.2	Generating Movement	LG	KS	L/D/E
9:15-10:00	4.3	Exercise: The Quiet Storm	SG	S	E
10:00-10:30		BREAK			
10:30-11:30	4.4	Advanced Negotiation Skills	LG	K	L/D
11:30-12:00	4.5	Exercise: Negotiate This! Part II	LG	S	E
12:30-1:30		LUNCH BREAK			
1:30-3:00	4.6	Exercise: Role Play 5	LG	S	E
3:00-3:30		BREAK			
3:30-5:00	4.7	Exercise: Role Play 6	SG	S	E
5:00-5:30	4.8	Group Debrief, Q&A, Introduce Homework Assignment, and Adjournment	LG	K	D
Independent Exercises	4.9	1. Prepare for tomorrow's role-plays	35 mins		
		2. Reflection Journal: (< 2pgs)	25 mins		

Day 5: The Mediator's Toolkit					
Time	Mod	Description	Format	Type	Methodology
8:00-8:45	5.1	Review Day 4/ Preview Day 5	LG	K	L/D
8:45-9:15	5.2	Process Management Skills	LG	K	L/D
9:15-10:00	5.3	Exercise: Mediation Charades	SG	S	E
10:00-10:30		BREAK			
10:30-11:00	5.4	12 Dos and Don'ts for Mediators	LG	K	L/D
11:00-11:30	5.5	Rules Governing Mediators and Ethical Considerations in Mediation	LG	K	L/D/E
11:30-12:30	5.6	Cross-Cultural Mediation	LG	K	L/D/E
12:30-1:30		LUNCH BREAK			
1:30-3:00	5.7	Exercise: Final Role Play	LG	S	E
3:00-3:30		BREAK			
3:30-4:30	5.8	Exercise: Final Role Play (cont'd)	LG	S	E/D



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4:30-5:30	5.9	Group Debrief, Q&A, Exit exam, Presentation of Certificates, and Adjournment	LG	K	D
Independent Exercises	5.10	Course Evaluations	10mins		
		Review rules governing mediators	50mins		
		Develop Mediation Strategic Plan	4 hours		