



# **NIGERIAN INSTITUTE OF CHARTERED ARBITRATORS** **(NICARB)** **MEDIATION TRAINING OF TRAINERS (TOT) PROGRAMME** **SYLLABUS**

## **Programme Objective**

This Training of Trainers (ToT) programme is designed to equip prospective mediation trainers with the knowledge, instructional skills, and facilitation techniques required to effectively deliver mediation training in alignment with international best practices and NICArb standards.

## **Learning Outcomes**

By the end of this programme, participants will be able to:

- Apply adult learning and experiential education principles in mediation training.
- Demonstrate advanced facilitation, coaching, and assessment skills.
- Design and deliver effective mediation training sessions, both in-person and online.
- Use role plays, case studies, and feedback effectively in skill-building sessions.
- Understand NICArb's expectations for trainers and assessors.
- Promote continued Professional development in mediation practice and training.

## **Course Structure**

### **Day 1 – Foundations of Training and Mediation**

1. **Adult Learning Principles**
  - Understanding how adults learn
  - Adapting delivery to learner profiles
2. **Enhancing Presentation & Facilitation Skills**
  - Verbal and non-verbal communication
  - Engaging diverse audiences
3. **Experiential Learning Techniques**
  - Kolb's learning cycle
  - Participative training methodologies
4. **Reflective Learning in Mediation**
  - Structured debriefing methods
  - Encouraging participant self-awareness

## **5. Overview of Mediation**

- Core stages and skills
- Practical relevance of each phase in training
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## **Day 2 – Core Mediation Skills in Training**

### **1. Active Listening and Instruction Delivery**

- Demonstrating empathy
- Giving clear, concise directions in simulations

### **2. Time Management for Trainers**

- Planning and pacing sessions
- Balancing theory and practice

### **3. Group Dynamics**

- Managing group energy and conflict
- Encouraging balanced participation

### **4. Role Play, Case Study & Simulation Design**

- Structuring realistic mediation scenarios
- Assigning roles and coaching observers

### **5. Effective Questioning & Feedback Techniques**

- Using Socratic questioning
- Constructive feedback method

## **Day 3 – Assessment, Coaching & Trainer Readiness**

### **1. Facilitation and Co-Facilitation Techniques**

- Collaborative delivery approaches
- Role clarity and trainer synergy

### **2. Coaching & Assessment Strategies**

- Observational skills
- Rubrics and standardised evaluation

### **3. Online Mediation Training Techniques**

- Virtual engagement tools (Zoom, breakout rooms)
- Managing tech and participant fatigue

#### 4. Continued Professional Development (CPD)

- Building a lifelong learning mindset
- Resources and platforms for mediation trainers

#### 5. Assessment & Final Debrief

- Participant practice delivery
- Peer feedback, self-reflection
- Certification requirements

#### Evaluation Criteria

- Continuous participation and engagement
- Practice training delivery
- Peer and facilitator feedback
- Final self-assessment and group evaluation

#### Certification

Participants who complete all sessions and demonstrate competence in facilitation, assessment, and mediation training principles will receive a **Certificate of Completion** and may be considered for engagement as NICArb-certified trainers (subject to NICArb standards).