

MASTER TRAINER QUALIFICATION REQUIREMENTS

Certified trainers are eligible to begin the training process *one year* after successful completion of a qualifying Certified Workplace Mediator and Trainer course, *provided there is a need by MTI for additional Master Trainers.*

Eligibility Requirements:

- ✓ Recommendation from Master Trainer who conducted the original certification.
- ✓ A recognized training qualification (Master's degree in organizational development, human resources/training, industrial/organizational psychology, or other related field is required. PhD or other doctoral degree is a plus).
- ✓ Completed at least five (5) workplace mediations using the MTI method.
- ✓ Successfully conducted *at least* three (3) Third Party Resolution or Successful Conflict Conversation training sessions, with copies of roster and all participant evaluation forms sent to MTI.
- ✓ Delivered at least five (5) feedback sessions on the Conflict Dynamics Profile-Individual version, with at least one (1) observed by a Senior Master Trainer.
- ✓ Participate in ten (10) hours of coaching with Senior Master Trainer (see attached format).
- ✓ Observe one CMT program (40 hours) delivered by a Senior Master Trainer. *Candidate will receive training materials free of charge. No compensation or travel reimbursement will be provided to the candidate.*
- ✓ Conduct one CMT program (40 hours) observed by a Senior Master Trainer. *Candidate will be paid \$400 travel fee for the days they travel to and from the training, up to a maximum of \$800.*
- ✓ *MTI reserves the right to end the Master Trainer qualification process with or without cause with 30 days written notice.*

MASTER TRAINER MENTOR PROGRAM

Session 1:

- ✓ Overview of the MTI training program
- ✓ The MTI Competency Framework
- ✓ Discussion of the basis for Learning Styles
- ✓ Homework:
 - o Complete the Learning Styles inventory

Session 2:

- ✓ Review of Learning Styles and working with adult learners
- ✓ Role play feedback and small group work feedback
- ✓ Review of CDP course content and exercises
- ✓ Homework:
 - o Review trainer skills and abilities information

Session 3:

- ✓ Review of NK, TPR, SCC course content and exercises

Session 4:

- ✓ Review of Advanced Concepts content and exercises
- ✓ Timing and adjustments for programs

Session 5:

- ✓ Strategies for problem trainees
- ✓ Traps to avoid in conducting training
- ✓ Overview of the Learning Management System
- ✓ Conducting the course virtually
- ✓ MTI staff support
- ✓ Expectations from MTI