



## Teaching Assistant Orientation Workshop

### Objective

Standard 40-hour Mediation Training Course is designed on performance based approach to balance the teaching of mediation concept and skills with designated role play exercises. Teaching Assistant (TA), previously known as Assistant Instructor (AI), serves as role model to share the best practices with the students and plays an important function to help them in applying the skills taught in the class during the role play exercise. TA also benefits from enhancing his/her understanding of mediation knowledge and skills when coaching the students in the role play exercises.

The purpose of this Workshop is to explain the role of the TA and the new requirements of the Hong Kong Mediation Accreditation Association Limited (HKMAAL) Stage 2 Mediator Assessment and to align the performance of all TAs through a standardized process in giving feedback to the students. In addition, it is essential that all panel mediator members should equip with such knowledge and to attain performance quality in order to stay fit and be well prepared for the new mediator assessment standards and process promulgated by the Hong Kong Mediation Accreditation Association Limited (HKMAAL). Panel members who have completed the Teaching Assistant Orientation Workshop may be invited to participate in the General Mediation Training Courses organized or co-organized by HKMC.

### Contents

1. Role of Teaching Assistant, course outline and role play cases
2. Understanding of different accreditation assessment forms (HKMAAL Mediator Assessment Form 1 and Observer's Checklist of Hong Kong Mediation Centre (HKMC) and HKMAAL Mediation Process Model for Stage 2 Mediator Assessment
3. Expectation on TA's experience and performance
4. Process and tips of giving feedback
5. Administration issues
6. Q & A Time

### Target Audience

The Workshop is open to all panel mediator members are interested in participating in professional development activities and are willing to help students in mediation training to master their skills and knowledge of mediation.

**Speaker** HKMC Mediation Training Course Trainer

**Host** Education and Professional Training Committee

**Date:** 17 Feb 2014 (Monday)

**Time:** 7:30 – 9:30 pm (registration starts at 7:00 p.m.)

**Venue:** **Hong Kong Federation of Youth Groups Building**  
Room 1001 – 1003, 10/F, 21 Pak Fuk Road, North Point

**Seats:** 180 seats (first-come-first-served)

**CPD:** 2 CPD points for a completely attending workshop

**Fees:** Free of charge

**Language:** Cantonese (presentation materials in English / Chinese)

**Enquiry:** Ms Carol Lee Tel: 2866 1800  
Email: training@mediationcentre.org.hk

### **Registration Method**

Please register via the following link on or before 10 February 2014 –

[https://docs.google.com/forms/d/1O4je7Shk1YkXv1aBDMw7FOh5AX5X\\_3QlrWfgJMgm6ts/viewform](https://docs.google.com/forms/d/1O4je7Shk1YkXv1aBDMw7FOh5AX5X_3QlrWfgJMgm6ts/viewform)

### **Remarks:**

- A. Places will be allocated on first-come-first-served basis.
- B. Registration must be made by returning the completed registration form. Confirmation will be notified by email upon successful registration.
- C. If you have not received an email confirmation on your registration from the Centre on [12 February 2014](#), you have not been assigned a place to the seminar.
- D. Participant must sign in and sign out. CPD Certificate will be issued at the end of the seminar/workshop. **Early departure of the seminar will not be qualified for the completion of CPD Points and NO Certificate will be issued.**
- E. If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 4pm, the event will be postponed. Rescheduled date/time/venue will be announced in due course.
- F. HKMC reserves the right to accept/reject the registration.
- G. The event is subject to change at any time without liability.