



## Mediation Coach Training Workshop

### Objectives

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. Under the requirement of Hong Kong Mediation Assessment Association Limited (HKMAAL), the Coach of Hong Kong Mediation Centre (HKMC) will be one of the key participants in ensuring the high standard of our mediation training to enable the participants to receive credit towards the accreditation of HKMAAL.

Being a Coach of HKMC, he/she is expected to observe and guide role plays, to identify the areas for reinforcement and improvement of those participants of 40-hr General Mediator Training Courses and to give feedback with reference to their performance in the role plays by using the framework of HPDREE. Moreover, he/she is required to assess the role plays by providing written feedback in English according to the standard of HKMAAL.

The objectives of the captioned workshop and assessment are to explain the latest requirements of the HKMAAL stage 2 Mediator Assessment and to align the performance of all Coaches through a standardized process in giving feedback to participants. In order to ensure the coaching standard of all Coaches are in accordance with the requirements of HKMAAL, **an assessment for each Coach will be conducted after the training workshop on the same day.** Participants who have completed this **Mediation Coach Training Workshop and achieved satisfactory results in the said assessment as well as fulfilling the required qualification specified by HKMAAL may be invited to participate in the 40 hours Mediation Training courses organized or co-organized by Hong Kong Mediation Centre as “Coach of HKMC”.**

### Contents

- The assessment standard, process and forms of HKMAAL;
- Roles & functions of Coach, course outline and role play cases;
- Expectation on Coach’s experience and performance;
- Process and tips of giving feedback/written feedback;
- Mediation concepts and skills (Refresher);
- Administration issues; and
- Q&A Session
- Assessment session

## Target Audience

- Panel Members of HKMC
- Conversant with mediation theories, skills and their application;
- Good command of both written and spoken Chinese and English and / Putonghua; and
- Good communication skills and have the ability to adapt their communication style to suit the need of audience

<b>Date</b>	: 29 November 2014 (Saturday)
<b>Time</b>	: 9:00 a.m. - 4:30 p.m. (registration starts at 8:45 a.m.)
<b>Venue</b>	: 21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai
<b>Seats</b>	: 40 seats
<b>CPD</b>	: 4.5
<b>Fees</b>	: Free of charge
<b>Registration Period</b>	: On or before 2:00pm, 11 November 2014
<b>Enquiry</b>	: Ms. Carol Lee, Tel: 3622 2178 Email: training@mediationcentre.org.hk

## Registration Method

Registration must be made by **completing the form** via the following **Google link** and **returning the (1) "REGISTRATION OF INTEREST" form and (2) your updated CV** to [training@mediationcentre.org.hk](mailto:training@mediationcentre.org.hk) on or before **11 November 2014 at 2:00pm**.

### **Link:**

[https://docs.google.com/forms/d/1-WYezRnVzMbWQZHInFRvco0l\\_G6UBAh2emnfzFnr1Bs/viewform](https://docs.google.com/forms/d/1-WYezRnVzMbWQZHInFRvco0l_G6UBAh2emnfzFnr1Bs/viewform)

### **Terms and Conditions:**

- Selection will be made on the basis of applicants' mediation experience, experience of service at Teaching Assistant / Assessment Role-Player (ARP) and other relevant training experience.*
- Under the requirement of HKMAAL, a qualified Coach should have conducted at a minimum of 5 mediation cases or 50 mediation hours as a mediator within 3 years prior to the date of course approval.*
- If you have not received an email notification on your registration from the Centre on 13 November 2014, you have not been assigned a place to the workshop.*
- An email notification and the declaration regarding the rules or regulations for being a Coach of HKMC will be sent to those selected applicants on 13 November 2014, those selected applicants have to complete and return the declaration to the Secretariat on or before 20 November 2014, otherwise the Secretariat will arrange the replacement without further notice.***
- Participant must sign in and sign out. CPD Certificate will be issued at the end of the workshop. Early departure of the seminar will not be qualified for the completion of CPD Points and NO Certificate will be issued.*
- The assessment session will be video recorded for sole use of performance evaluation.*
- If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 7:00am, the event will be postponed. Rescheduled date/time/venue will be announced in due course.*
- HKMC reserves the right to accept/reject the registration and make the final decision of the events.*
- If you are not able to attend the captioned event after the receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of unavailability on / before the event date by email.*
- The events are subject to change at any time without liability.*