香港和解中心
Hong Kong Mediation Centre

Mediation Coach Training 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. Under the requirement of Hong Kong Mediation Assessment Association Limited (HKMAAL), the Coach of 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 the participants 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 according to the standard of HKMAAL.

A half-day training workshop is arranged to facilitate our panel mediators who have interests to be the Coach of HKMC. 4.5 CPD points will be awarded to those attending this training.

Contents

- The assessment standard, process and forms of HKMAAL;
- Roles & function 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

Target Audience

- Conversant with mediation theories, skills and their application;
- Previous experiences in training, coaching or helping as the Teaching Assistant (formally called the Assistant Instructor) are an advantage;
- Good command of both written and spoken Chinese and English or Putonghua; and
- Good communication skills and have the ability to adapt their communication style to suit the need of audience

Selection will be made on the basis of applicants experience in mediation services, professional performance as Teaching Assistant in mediation training courses and as the facilitators in ARP training courses.

Speaker	:	Mr. Francis Law, President of HKMC
Date	:	7 December 2013 (Saturday)
Time	:	2:30 pm - 7:00 pm (registration starts at 2:00 pm)
Venue	:	Room 408-409, 4/F., Fortress Tower, 250 King's Road, North Point
Seats	:	40 seats
Fees	:	Free of charge
Language	:	Cantonese (Cantonese with English handout)
Registration Period	:	On or before 5pm, 28 November 2013
Enquiry	:	Ms. Carol Lee, Tel: 3622 2178
		Email: training@mediationcentre.org.hk

Registration Method

For those who are interested, please **complete** the form via the following Google **link** and return the "**REGISTRATION OF INTEREST**" form and your updated **CV** separately to training@mediationcentre.org.hk on or before 28 November 2013 at 5pm.

Link:
https://docs.google.com/spreadsheet/viewform?usp=drive_web&formkey=dFdycXEyelNWS20xXzd WTDdxM3dMNUE6MA#gid=0

Remarks:

A. *Selection will be made by Education & Professional Training Committee on the basis of applicants' achievements as specified above.*
B. ***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.***
C. *Registration must be made by completing the form via Google link and returning the completed registration of interest form and updated CV to training@mediationcentre.org.hk. Confirmation will be notified by email upon successful registration.*
D. *If you have not received an email confirmation on your registration from the Centre on 3 December 2013, you have not been assigned a place to the seminar.*
E. *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.***
F. *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.*
G. *HKMC reserves the right to accept/reject the registration.*