



Assistant Instructor Orientation and Refresher Workshop

Objective

Standard 40-hours Mediation Training Course is designed to balance the teaching of mediation concept and skills with a number of designated role play exercises. Assistant Instructor (AI) acts as a role model to share best practices and plays an important function to help course students applying the skills taught in the class during role play exercise(s). AI can also benefit from enhancing the understanding of mediation knowledge and skills during role play exercises.

The purpose of this workshop is to explain the role and to align the performance of all AIs through a standardized process in giving feedback to course students. In addition, it is important for existing and new AIs to attain certain performance quality in order to stay fit and well prepared for the new accreditation standards imposed by the Hong Kong Mediation Accreditation Association Limited (HKMAAL).

Contents

1. Role of an Assistant Instructor (AI), course outline, and role play cases
2. The link between accreditation assessment form (observation checklist) and role play exercises
3. Expectation on an AI's experience and performance
4. Process and tips of giving feedback
5. Attention – administration issues
6. Questions? Discussions and Sharing

Target Audience

This Workshop is open to panel members who are interested in participating in professional development activities and are willing in helping students in mediation training to master skills and knowledge in mediation. In particular, if you are ...

- a) new panel member who have not attended AI Orientation Workshop
- b) have last attended AI Orientation Workshop in the years of 2010 and 2011
- c) are current panel members with membership number early than AM1500 and have not attended any kind of AI training or workshop in previous years

A total of 10-12 workshops will be conducted throughout the year. 3 workshops will be organized in quarter 2 2013. We invite you to register with nominated preferences by ordering and seat will be reserved and confirmed on first-come-first-served-basis.

- Speaker** HKMC Mediation Training Course Instructor
- Host** Chairperson, Education and Professional Training Committee
- Date(s):** 3 workshop dates for sign up in Q2 2013:
Tuesday – April 23, May 21, June 18
- Time:** 7:30 – 9:30 pm (registration starts at 7:00pm)
- Venue:** Hong Kong Mediation Centre
21/F., Success Commercial Building, 245-251 Hennessy Road, Wanchai,
Hong Kong
- Seats:** 50 seats (first-come-first-served)
- Fees:** Free of charge
- Language:** Cantonese (presentation materials in English / Chinese)
- Enquire:** Mr. Jenny Yeung Tel: 3620 3076
Email: admin@mediationcentre.org.hk

Registration Method

Please register via the following link –

https://docs.google.com/forms/d/1ZUzmxS6ealu71Ycj2U5DkqJNNzeDdDtPYEld_-B7Z7c/viewform

Remarks:

1. The Centre will send a confirmation email **on or before 13 April (Monday)**. Else, your reservation is considered unsuccessful. Please register for the later workshops to be arranged in Q2 2013.
2. Registration will start 30 minutes prior the seminar time. Participant must sign in and sign out. CPD Certificate will be issued at the end of the seminar/workshop. **Early departure before the completion of the seminar/workshop will not be qualified for CPD Points and NO Certificate will be issued.**
3. 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.