



## Certificate of Assessor Training Course

We encourage all mediators to keep their skills advanced through their practice experience, practice sessions and courses on particular skills areas within mediation and courses on specialized areas of mediation practice. This certificate training course is designed to further develop their knowledge and skills beyond initial accreditation and with professional assessment skill. We intend to build a consistently high standard of mediation assessor training in Hong Kong. It lasts 4 days and teaches the fifteen panel mediators the skills and competency necessary to conduct an effective mediation assessment.

Participants who have successfully completed the training course and achieved satisfactory results in both the written and mock assessments will be invited to join the Mediation Assessors Mentorship Program (MAMP). MAMP is designed to facilitate those Accredited Mediators of HKMC who have completed the Mediator Assessor Training Program and meet the needs of highly professional and demanding duties of the Mediation Assessor of HKMC. HKMC will consider the participant who has successfully completed the Mediation Assessors Mentorship Program to be qualified as the Mediation Assessor of HKMC. (*Qualifying a Mediation Assessor is the discretion of the respective organization, HKMC has not entered into any agreement with other organization on the qualification of Mediation Assessor.* )

Panel Mediators fulfilling the prerequisite and interested to attend the training, please click the below link to complete and submit the form **on or before 24 Jan 2013**. Please note that the form **MUST BE COMPLETED** or application will not be accepted. Selection will be made by the Assessment and Accreditation Committee on the basis of applicants experience in mediation service, training, coaching, and performance as Assistant Instructors or Coaches in Mediation Training courses.

### Prerequisite

- Solid knowledge in mediation skills, theories and their applications
- High level communication skills and the ability to adapt their communication style to suit the audience.
- Proficient in Cantonese and English presentation

Application Link:  
[Application Form](#)

### Remarks:

- a) Those who successfully registered for this training course will receive a confirmation email together with invoice of the course fee.
- b) Applicant has not received the confirmation email on or before 25 January 2013 may treat as unsuccessful.
- c) Certificate will be issued to participant who have attended 100% of the course

<b>Date &amp; Time</b>	:	<b>Please refer to the course schedule</b>
<b>Venue</b>	:	<b>To be announced</b>
<b>Targeted Audience</b>	:	<b>HKMC Panel Members</b>
<b>Language</b>	:	<b>English and Cantonese</b>
<b>Fee</b>	:	<b>HK\$7,000</b>
<b>Seat</b>	:	<b>15 (To be reviewed and selected by the AAC committee)</b>
<b>Deadline</b>	::	<b>24 January 2013 (Thursday)</b>

## Certificate of Assessor Training Course (Course schedule)

**Day 1** 28 Jan 2013 ( Mon)

1900 – 2230 hrs

### **Introduction to the course**

Objectives

Schedule and structure of the course

### **Role and Function of Assessor**

Differentiations with the role of the Mediator

Competence of an Assessor

Ethical standards for the Assessor

### **Assessment Framework and Assurance System**

Framework

Appeal and complaint system

Mediation Skill and Theory (Refresher)

Discussion and group review on the competence and assessment standards

**Day 2** 30 Jan 2013 (Wed)

1900 – 2230 hrs

### **Direct Feedback Assessment (DFA)**

#### **Exercise on Giving Feedback**

#### **Demonstration on Direct Feedback Assessment**

**Day 3** 31 Jan 2013 (Thu)

1900 – 2230 hrs

### **Written Assessment**

#### **Exercise and Direct Feedback from Instructor**

**Day 4** 2 Feb 2013 ( Sat )

0900- 1830 hrs

#### **Exercise and Direct Feedback from Instructor**

#### **Mock Assessment**

#### **Evaluation and Q & A**