



Assistant Instructor Orientation 4th

Introduction

We are arranging this Assistant Instructor Orientation to enhance the knowledge and skills of Assistant Instructors (AIs) for our Centre's local and Mainland training courses. With the view of uphold the professional standard of the mediation training courses held by Hong Kong Mediation Centre (HKMC), the Education & Professional Training Committee requires Panel Accredited Mediators with membership number starts from **AM1500** have to complete the AI Orientation before they are included in the AI recruitment list. We cordially invite you to attend the AI Orientation. 2 CPD points will be awarded to those attending this orientation.

Contents

- A. Typical mediation course involving AIs
- B. Roles & Functions of AIs in mediation course
- C. Techniques of giving feedback
- D. Discussion & Q/A

Procedure of AI recruitment

- 1) HKMC sends off announcement and recruitment email (time line for response if 5 days)
- 2) HKMC collates a list of the names and registration no. of Panel Accredited Mediators who indicate an interest to help
- 3) HKMC passes the list to instructor involved to allocate (experienced and new Panel Accredited Mediators will be allocated to one lesson)
- 4) HKMC sends off confirmation email to Panel Accredited Mediators who are allocated as AIs in certain lesson
- 5) Selected Panel Accredited Mediators signed and returned the confirmation letters to HKMC to confirm the appointment.

Date & Time	: 27 June 2012 (Wednesday) 7:00pm to 9:00pm
Venue	: Preston Training Centre, Classroom 4, 4/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
Targeted Audience	: HKMC Panel Accredited Members
CPD Point	: 2 CPD Points
Language	: Cantonese
Fee	: Free-of-charge
Seat	: 80 (first-come-first-served)
Deadline	: 24 June 2012 (Sunday)

Registration Method:

Fill in the enrollment table in the email and send to sanabow@mediationcentre.org.hk

Enquiries

Contact: Ms Sana Bow Tel: 3622 2178 Email: sanabow@mediationcentre.org.hk

Remarks:

- (a) Those who successfully registered for this event will receive a confirmation email before the deadline.
- (b) 3 days prior to the seminar, if you have not received an email confirmation on your registration form HKMC, you are kindly invited to contact HKMC to check out your registration.
- (c) Attendance certificate will be issued at the end of the event.
- (d) If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lower at 4pm, the event will be postponed. Reschedule regarding date/time/venue will be announced in due course.
- (e) Member who have registered for the event but failed to attend without prior notice may be placed in lower priority when registering for the next CPD event.