



Teaching Assistant Orientation 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. Teaching Assistant (TA), previously known as Assistant Instructor (AI), serves as role model to share the best practices with the students and plays an important function to help them in applying the skills taught in the class during the role play exercise. TA also benefits from enhancing his/her understanding of mediation knowledge and skills when coaching the students in the role play exercises.

The purpose of this Workshop is to explain the role of the TA and the new requirements of the Hong Kong Mediation Accreditation Association Limited (HKMAAL) Stage 2 Mediator Assessment and to align the performance of all TAs through a standardized process in giving feedback to the students. In addition, it is essential that all panel mediator members should equip with such knowledge and to attain performance quality in order to stay fit and be well prepared for the new mediator assessment standards and process promulgated by the Hong Kong Mediation Accreditation Association Limited (HKMAAL). Priority of TAs Recruitment will be given to those who have completed this workshop.

Contents

1. Role of Teaching Assistant, course outline and role play cases
2. Understanding of different accreditation assessment forms (HKMAAL Mediator Assessment Form 1 and Observer's Checklist of Hong Kong Mediation Centre (HKMC) and HKMAAL Mediation Process Model for Stage 2 Mediator Assessment)
3. Expectation on TA's experience and performance
4. Process and tips of giving feedback
5. Administration issues
6. Q & A Time

Target Audience

The Workshop is open to all panel mediator members who are interested in participating in professional development activities and are willing to help students in mediation training to master their skills and knowledge of mediation.

Two workshops are organized in the fourth quarter of 2013. We invite you to register with your preference of the workshop date ordering and seat will be reserved and confirmed on first-come-first-served basis.

Speaker HKMC Mediation Training Course Instructor

Date: 30 October 2013 (Wednesday) ; OR
20 November 2013 (Wednesday)

Time: 7:30 pm – 9:30 pm (registration starts at 7:00 p.m.)

Venue: Room 408-409, 4/F., Fortress Tower, 250 King's Road, North Point

Seats: 180 seats (first-come-first-served)

Fees: Free of charge

Language: Cantonese (presentation materials in English / Chinese)

Registration Period: On or before 22 October 2013 12:00 pm

Enquiry: Ms Umy Ng Tel: 3620 3076
Email: membership@mediationcentre.org.hk

Registration Method

Please register via the following link –

https://docs.google.com/forms/d/160JVpjqU62qNmXf6r_27211f60_1AdHb_n19jIW1Ug/viewform

Remarks:

- A. Places will be allocated on first-come-first-served basis.
- B. Registration must be made by returning the completed registration form. Confirmation will be notified by email upon successful registration.
- C. If you have not received an email confirmation on your registration from the Centre on 23 October 2013, you have not been assigned a place to the seminar.
- D. 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.**
- E. 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.
- F. HKMC reserves the right to accept/reject the registration.