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香港和解中心  
Hong Kong Mediation Centre



國際爭議解決及風險管理協會  
International Dispute Resolution &  
Risk Management Institute



國際專業代理人協會  
International Professional Advocates Association



國際爭議解決及專業談判研究院  
Academy of International Dispute Resolution &  
Professional Negotiation



香港國際調解中心  
Hong Kong International Mediation Centre



HONG KONG ADJUDICATION CENTRE  
香港審裁中心



香港國際商業仲裁中心  
Hong Kong Centre of International Commercial Arbitration



內地—香港聯合調解中心  
Mainland - Hong Kong Joint Mediation Centre



## Professional Mediation Specialist Certification Training Course

# Employees' Compensation Claims Mediation Specialist

This advanced course is designed to develop professional mediators' specialty in employees' compensation (EC) claims mediation. It equips professional mediators with the specialised skills to analyse the mentality, concerns, and needs of all parties (employees, companies, and insurers) in EC claims dispute cases. It strengthens participants' abilities to efficiently plan and facilitate EC claims mediations, reaching a speedy claiming process and the most beneficial outcomes for all parties.

## Features of the course

### High Recognition

AIDRN is a global academic institute that offers trainings, defines competency standards, and conducts researches and data analysis for dispute resolution and negotiation. AIDRN collaborates with prominent dispute resolution organisations and universities in Hong Kong, Australia, Mainland China and the United Kingdom, providing a strong professional network for participants.

### Obtain advanced professional qualification in short period of time

Upon completion of this Course, graduates can apply to be the expert panel at the Hong Kong Mediation Centre (HKMC) or/and International Dispute Resolution and Risk Management Institute (IDRRMI), specialised for the Employees' Compensation Claims.

### Professional Development Platform

Both HKMC and IDRRMI provide diversified continuing professional development opportunities and platform to members, including advanced courses, talks, seminars, mediation, case referrals, etc., in so as to help them further develop their mediation profession.



## Course Details (Med05-07H-0224)

### DATE

8, 15, 22 & 29 February 2024

### TIME

7:00pm - 10:00pm

### DURATION

12 hours (4 nights)

### MODE

Physical (Face-to-face)

### LOCATION

West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong

### LANGUAGE

Cantonese, supplemented with English

### COMPONENTS

Lecture, Case study, Sharing, Exercise, Group discussion, Roleplays & End-of-course Assessment

### COURSE FEE

HKMC & IDRRMI member: \$4,500  
Non-member: \$5,000

## PARTICIPATING TARGETS

Professionally trained in mediation or professionally qualified mediators who are

- interested in enhancing knowledge in employees' compensation; or
- interested in obtaining advanced mediator qualification; or
- interested in enlisting in the mediation specialist panel list of HKMC or/and IDRRMI

## TRAINING COURSE OUTLINE AND CONTENT

- Employees' compensation (EC) claims procedure, Labour Ordinance and relevant laws in Hong Kong
- Understanding the dispute resolution for EC claims
- The benefit of Mediation for different stakeholders in EC claims
- Overview of EC claims Mediation Scheme, work flow and case management
- Collaborating with parties, solicitors and mediation advocates in EC claims and mediation
- Mediator's preparation in EC claims (Pre-mediation session)
- Formulating mediation strategy and parties' negotiation strategy in EC claim mediation
- Mediation session specifically for EC claims and drafting materials
- Drafting Mediation Settlement agreement / MOU in EC claims
- Role-play sessions
- End-of-course Assessment

## TRAINERS



**Mr. Chu Heung Ming Stephen**  
International Mediation Expert -  
Employees' Compensation Specialist of  
IDRRMI, Arbitrator



**Mr. Lai Tsz Kin Jacky**  
International Mediation Expert -  
Employees' Compensation Specialist of  
IDRRMI, Barrister

## PROFESSIONAL QUALIFICATION

- Participants who successfully complete the course and passing the end-of-course assessment are eligible to apply and register to be enlisted on the IDRRMI (international mediation expert) or/and HKMC (mediator specialist) list, namely the Mediation Specialist in Employees' Compensation.

## CERTIFICATION

Upon completion of this specialised course

- Participants attaining 80% attendance in the course and passing the end-of-course assessment will be awarded a "Certificate of Completion".
- Participants with the "Certificate of Completion" are eligible to apply and be enlisted on the Panel of Mediation Specialist in Employees' Compensation at HKMC or/and IDRRMI within a year upon the completion of the course.
- Applicant must fulfil the requirement of entering the professional mediator panel set by HKMC or/and IDRRMI.



## APPLICATION METHOD

1) Please complete the application form or scanning with the QR code:

<https://forms.gle/QWfrvtVFc5n9hAVBA> ;



2) Submit copies of your mediator course completion certification or professional mediator qualification certificate(s); and

3) Complete the application procedure (including settling the course fee) before the deadline for application 29 January 2024.



## PAYMENT METHOD

Complete the payment with the following methods and please send the record to the secretariat of AIDRN via [admin@aidrn.org](mailto:admin@aidrn.org).

1. Crossed-cheque

- Cheque should be made payable to "Academy of Intl Dispute Resolution & Professional Negotiation Ltd." and submit to Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.

2. Bank Transfer

- Bank Name: Academy of Intl Dispute Resolution & Professional Negotiation Ltd

- Bank Account: BANK OF CHINA (Hong Kong) LIMITED (012-704-2-005666-9)

3. FPS

- FPS identifier: 169930302

\*Terms and Conditions are applied to course application and payment, please visit our website and the application form for details

Course details  
QR Code

