

# Training for International Accredited Professional Mediation Trainer

Organizer:



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

The course is recognized by:



香港和解中心  
Hong Kong Mediation Centre



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



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



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



APCAM  
ASIA PACIFIC CENTRE FOR  
ARBITRATION & MEDIATION  
DRIVING GLOBAL RESOLUTIONS



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

## YOUR OPPORTUNITIES TO BE A CERTIFIED MEDIATION TRAINER

Becoming a Mediation Trainer of Academy of International Dispute Resolution and Professional Negotiation (AIDRN) is a privileged development in the mediation profession. It demonstrates that you're an expert in the mediation field, entitles you to put Certified Mediation Trainer after your name and you will be having the opportunities to be invited to act as a Mediation Trainer in the Professional Mediation Training, International Accredited Professional Mediator Training and Workplace Mediation Training Courses.

The Training for International Accredited Professional Mediation Trainer organized by AIDRN will enable you to develop essential training skills, course designing skills and delivery skills leading to becoming a Mediation Trainer of AIDRN and Hong Kong Mediation Centre (HKMC) after satisfactorily passing the final assessment and evaluation. Upon completion of this course, you are expected to be able to:

1. Understand the approaches of the Professional Mediation Training in Hong Kong and International Dispute Resolution Mechanism
2. Understand the approaches of the Workplace Mediation Training in Hong Kong, the Mainland and overseas
3. Understand the approaches of the Corporate Training
4. Apply the concepts and details of the Professional Mediation and International Dispute Resolution Mechanism
5. Understand the ethical standards for the Trainer
6. Grasp comprehensive mediation skills applicable to the International Dispute Resolution Mechanism
7. Conduct mediation training as an Assistant Trainer under the guidance of a Lead Trainer

✓ **Stage 1 - 18 hours for lectures and assessment**

✓ **Stages 2 and 3 - 77 hours for observing and practicing**

Participants who have satisfactorily completed Stage 1 of the course and the assessment (passing mark is 70%) will proceed to Stages 2 and 3 which will include a full observation on mediation training and practice.

An accreditation assessment will be conducted at the end of the whole course. Graduates who have achieved satisfactory results in the assessment and evaluation from both the Lead Trainer and candidates of the respective course and fulfilled the requirements specified by Hong Kong Mediation Accreditation Association Limited (HKMAAL) and / or International Dispute Resolution and Risk Management Institute (IDRRMI) may be invited to be the Assistant Trainer of the General Mediator Training Courses organized by HKMC, the International Accredited Professional Mediator Training Certificate Courses, the Workplace Mediation Training Courses organized by AIDRN and/or other corporate training programs. For the requirements for Trainers set out by HKMAAL / HKMC, please refer to the following link: <https://goo.gl/FKnqfg>

## Course Requirements

- Priority will be given to Coaches of HKMC, and Assessors and Coaches of Mainland - Hong Kong Joint Mediation Center (MHJMC) and International Dispute Resolution & Risk Management (IDRRMI).
- Accredited Mediator of HKMC / HKMAAL / IDRRMI / MHJMC.
- Conversant with mediation theories, skills and their applications.
- Good communication skills and have the ability to adapt their communication styles to suit the needs of target participants.
- Good command of both written and spoken Putonghua, while proficiency in English will be an added advantage.

## Pre-requisites

Prior to attending this course, it is recommended that the participants have detailed understanding of mediation process and applications of skills.

## Course Contents

### Stage 1

- A. Introduction to the course
- B. Role, function, and skills of a Trainer
- C. Practice guidelines for conducting General Mediator Training and International Accredited Professional Mediator Training
- D. Practice guidelines for Workplace Mediation Training
- E. Practice guidelines for Corporate Training
- F. Stage Assessment

### Stages 2 and 3

- G. Observing and Practicing
- H. Stage Assessment

## Course Detail

Course Fee HKD \$15,000

### Stage 1 - Lectures (18 hours)

Lessons	6 sessions
Date	2, 4, 9, 11, 16 & 18 January 2024
Time	7:00pm - 10:00pm
Location	West Wing Justice Place, 11 Ice House Street, Central, Hong Kong
Language	Cantonese (Supplemented with English)

### Stage 2 - Observation

### Stage 3 - Practicum

Within 1 year time after the completion of Stage 1

Deadline 21 December 2023

## Application Method

1. Please complete and submit the online application form via the link below:  
<https://forms.gle/cwjmqAmf6RKHjFT47>
2. Please submit the Registration of Interest, along with the payment receipt; and
3. Please settle the course fee with the following method on or before 21 December 2023 (Thu).

**Details on Website** <https://aidrn.org/training-en/advanced-professional-training/int-med-trainer-training-en/>

## Payment Method

1. Crossed cheque
  - Cheque should be made payable to "Academy of Intl Dispute Resolution & Professional Negotiation Ltd."
  - Please write down your full name and contact number, and label the course title on the back of the cheque
  - Submit your cheque to Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong
2. Bank Transfer
  - Please provide the Bank-in Slip and state your full name, contact number, and the course title
  - 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

## Certificate

- Certificate of Completion of Stage 1 will be presented to participants with 100% attendance for all the Stage 1 sessions.
- Certificate of Attendance will be presented to participants with 70% attendance for all the Stage 1 sessions.
- Certificate of Accredited International Professional Mediation Trainer will be presented to graduates who have achieved satisfactory results in the assessment of Stage 1 and final assessment and evaluation in Stages 2 and 3.

## Additional Remarks

The offer of the Stages 2 and 3 of the program and award of "Certificate of Accredited International Professional Mediation Trainer" are not guaranteed and depend on the participants' attendance in the training, their assessment results, as well as evaluation results.

## Refunding Arrangement

The result of successful application will be announced by 23 December 2023. No refund will be arranged at all circumstances after the confirmation is announced.

HKMC  
18  
CPD Pts

MHJMC  
18  
CPD Pts

IDRRMI  
18  
CPD Pts

## Terms and Conditions

A. Selection will be made on the basis of applicants' mediation experience and relevant training experience.

B. Registration must be made by returning the completed enrolment form via google link and sending the Registration of Interest and the crossed cheque or copy of bank-in slip to AIDRN on or before 21 December 2023, 12:00 noon. Confirmation will be notified by email upon successful application on or before 23 December 2023. No refund will be arranged at all circumstances after the confirmation is announced.

C. If you do not receive any email confirmation from the Secretariat after 23 December 2023, you would be placed on the wait-in-list. Your submitted cheque will be voided subsequently by the Secretariat if you have not been assigned a place in the captioned course or if your course fee was made by bank transfer, a cheque will be issued to you as the payment refund.

D. Participants must sign in and sign out. Participants who are late for more than 20 minutes or leave earlier of each session will not be qualified for the completion of HKMC's, MHJMC's & IDRRMI's CPD Points in respective session.

E. If you are not able to attend the captioned course after receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of your unavailability on / before the course date by email. No refund will be made after confirmation.

F. The assessment session may be video recorded for the sole use of performance evaluation.

G. If typhoon signal no. 8 or above or black rainstorm warning signal is hoisted and not lowered by 2 hours before the lesson starts, the lesson will be postponed or cancelled. Rescheduled date / time / venue will be announced in due course.

H. In case of any disputes, AIDRN reserves the right to accept / reject the registration and make the final decision of the course.

I. The course is subject to change at any time without liability.