

Organised by:



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

Recognised by:



香港和解中心  
Hong Kong Mediation Centre



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



HONG KONG ADJUDICATION CENTRE  
香港審裁中心



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



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



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



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

# International Professional Mediation Coach Training Course

Mediation Training Courses are designed on a performance-based approach to balance the teaching and practice of mediation concepts and skills with designated role-play exercises. Mediation Coach is one of the key participants in ensuring the high standard of our mediation training to enable the participants to receive credit towards professional mediator accreditation.

A Mediation Coach is expected to observe and guide role-plays, and to identify the areas for reinforcement and improvement of those participants of International Professional Mediator Training Certificate Courses as well as General Mediator Training Courses according to the standard specified by Academy of International Dispute Resolution & Professional Negotiation (“AIDRN”) and Hong Kong Mediation Accreditation Association Limited (“HKMAAL”). Participants will have the chance to understand mediation practice and latest development in the Mainland China. They will also be trained on how to effectively handle cross-border disputes.

An accreditation assessment will be conducted at the end of the course. Graduates who have achieved satisfactory results in the assessment and fulfilled the requirements specified by IDRRMI and/or HKMAAL may be invited to be the coach of the International Professional Mediator Training Certificate Courses organised by AIDRN and/or the coach of the General Mediator Training Courses organised by Hong Kong Mediation Centre (“HKMC”).

## Duration, Date and Time

Total 25 hours

Stage 1: 20 hours (5 lessons)

- 12, 14, 19, 21 August 2024 (7:00pm - 10:00pm)

&

- 25 August 2024 (9:00am - 12:00pm;  
1:00pm - 6:00pm)

Stage 2: 5 hours (practicum)

\*\*Must be completed within 6 months after  
the completion of stage 1

## Course Code

Edu01-22H-0824

## Medium

Cantonese, supplemented with English

## Venue

Hong Kong Legal Hub, West Wing,  
Justice Place, 11 Ice House Street, Cen-  
tral, Hong Kong

## CPD

IDRRMI, HKMC, IPAA, MHJMC: 25 points

## Course Fee

HK\$7,500 (Assessment fee included)

## Prerequisites

- Accredited Mediators of MHJMC, IDRRMI and/or Panel of Mediators of HKMC;
- Conversant with mediation theories, skills and their application;
- Good command of both written and spoken Chinese, English and Putonghua ; and
- Good communication skills and have the ability to adapt their communication style to suit the need of audience

**Academy of International Dispute Resolution & Professional Negotiation**

Tel : (852) 3622 2178

Fax : (852) 2866 1299

Contact Address : Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong

Email : [admin@aidrn.org](mailto:admin@aidrn.org)

Website : <https://aidrn.org>

## Stage 1 - Course Contents

### A. Requirements of IDRRMI and HKMAAL

- Requirements, process and forms
- The system and the approaches of the International Accredited Professional Mediator
- Mediation concepts and skills
- Course outline

### B. Roles and Duties of Mediation Coaches

- In International Professional Mediator Training Certificate Courses organized or co-organized by AIDRN
- In General Mediator Training Courses organized or co-organized by HKMC
- Process and tips of giving feedback/written feedback

### C. Professional Aspect of Mediation Coach

- The recommended charges for an International Accredited Professional Mediator
- Expectation on Coach's experience and performance
- Administration arrangement

### D. The International Commercial Dispute Resolution Mechanism

- The operation of International Commercial Dispute Resolution Mechanism
- The latest development of the United Nations Commission on International Trade Law ("UNCITRAL") and the signing of the Convention on Settlement Agreement

### E. Accreditation Assessment

- Assessment

## Stage 2 - Practicum

After completing stage 1, participants will be participating in the practicum stage where they will perform in the real-time coaching session to obtain practical coaching experience (total 5 hours). As a professional coach trainee, they are required to achieve satisfactory performances in the sessions to complete stage 2.

## Certificate

- Certificate of Completion will be presented to participants who have 100% attendance in stage 1.
- Certificate of Attendance will be presented to participants who have attendance of 70% or above in stage 1.
- Certificate of Accredited International Professional Mediation Coach will be presented to graduates who have attendance of 70% or above for both stage 1 & 2 and have achieved satisfactory results in the assessment.

## Registration Method

1. Please complete and submit the online application form via the below link:

<https://forms.gle/2fqH6SPP4abMyfCy9>

2. Please submit your latest CV; and

3. Please settle the course fee by either cross-cheque or bank transfer **on or before 12:00 noon, 4 August 2024.**



Application form

## Payment Methods

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

### 1. Cross-cheque

Cheque should be made payable to "Academy of Intl Dispute Resolution & Professional Negotiation Ltd" / 「國際爭議解決及專業談判研究院有限公司」

### 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

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