

Course Information



CI Arb
evolving to resolve

Singapore Branch

Module 1 Mediation Training & Assessment (Virtual) 15 February to 31 March 2022, Singapore

What is the aim of the programme?

The course is aimed at candidates who wish to use Mediation skills in their current profession and possibly become a CI Arb Member and Accredited Mediator.

The course comprises of 14 half days of skills-based learning delivered by experienced practicing Mediators, who are also qualified trainers. Mediation has been shown to be an effective method of solving complex commercial disputes. The process engages skills that can have a positive impact on personal relationships. It is, therefore, suitable for:

- Individuals seeking to improve their communication skills
- Professionals wishing to better understand the mediation process so as to advise clients or colleagues on the potential merits of using mediation in various situations
- In house counsel desirous of understanding the mechanics of mediation so as to assess its appropriateness within their chosen ADR framework
- Arbitrators/Adjudicators looking to broaden their ADR practice
- Conflict resolution professionals
- Aspiring Mediators

What are the learning outcomes?

On successful completion of this course candidates will be able to:

- Define Mediation and explain its place in the context of other forms of dispute resolution;
- Explain the process, procedure, its advantages and disadvantages;
- Demonstrate competence in the Mediator's core skills;
- Demonstrate that they can manage a Mediation.

What is covered within the syllabus?

Through the use of case studies, you will learn and gain practical experience of the skills and techniques required to manage a Mediation from initial instruction to conclusion including:

- The core skills
- Preparing stage – setting it up
- Opening stage – parties telling their stories
- Exploring stage – establishing parties needs and drivers
- Negotiating stage
- Concluding stage
- Setting up a Mediation practice

How is the programme delivered?

The course is delivered over a period of 7 weeks. There are 4 hour sessions twice a week dedicated to training and practice respectively. The course combines discussion, skills exercises and role play practice. An optional final assessment will be available to those wishing to become Mediation Members of CI Arb and CI Arb Accredited Mediators. Please refer to the Course Schedule for more information.

How will I be assessed if I choose to be?

Candidates seeking to become Associates of the CI Arb will take an online assessment. Candidates seeking to become Members of the CI Arb and Accredited CI Arb Mediators will participate as a mediator in 2 mock-mediations of 1-hour duration during the final assessment. For each mock mediation, candidates will be assessed in 3 categories, people skills, process skills and the management of the mediation:

- People Skills: This category concerns the relationship between the Mediator and the participants in the Mediation. Building a trusting relationship is essential for an effective Mediator.

- **Process Skills:** This category concerns the Mediator's ability to use the skills and techniques emphasised on the training course. Competent Mediators use a variety of appropriate skills to establish parties' needs and help them towards settlement.
- **Management Skills:** This category concerns the firm and tactical use of the process and skills. Competent Mediators create an environment to give the parties the best opportunity of achieving a settlement. This assessment is on a pass or fail basis. Candidates must achieve 'competent' in people skills in both Mediations and in process skills and management skills at least once in either of their Mediations. Candidates who fail the assessment will only be required to re-sit the assessment.

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- are new to the field of Mediation
- wish to learn more about Mediation and its benefits to users
- are aspiring to be a Mediator or a conflict resolution professional
- are Arbitrators looking to broaden their ADR service offering
- wish to become a Member or an Associate Member of the CI Arb
- wish to become a CI Arb Accredited Mediator

English Language Competence - CI Arb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English. Where English is not a candidate's first language it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system. CI Arb issues this advice as a guideline and, while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged.

What is the course fee and what does it include?

Candidates have an option to take either the Training only or the Training & Assessment. The Training by itself will lead to the candidate becoming an Associate of the CI Arb after successfully completing an online assessment. The Training & Assessment together will, upon successful completion of the Assessment, lead to the candidate becoming a Member of the CI Arb and a CI Arb Accredited Mediator. Details as below.

I. Candidate taking the Training Only (leading to A CI Arb)

The course fee is **S\$1,800** per candidate (including the online assessment). The fee must be submitted with the registration form for the registration to be processed.

II. Candidate taking the Training with Assessment (leading to M CI Arb)

The course fee is S\$1,800 and the assessment fee is S\$2,500 per candidate. A total of **S\$4,300** must be submitted with the registration form for the registration to be processed.

What happens when I register for the course?

Upon successful registration on the course, candidates will receive confirmation that they are booked on the course. Joining instructions and course materials will be sent to candidates prior to the course start date by email on the condition that full payment has been received.

Candidates will be provided with an electronic copy of the Handbook to assist them with their studies.

What is CI Arb's policy on cancellation of courses?

CI Arb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change. If the Institute has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course.

Should a candidate wish to cancel his or her registration of a course, notification must be received in writing to secretariat@ciarb.org.sg at least two weeks before the date the course is due to commence. If a candidate fails to give such notice, CI Arb may apply a cancellation charge of 50% of the course fee or such other amount as it may in its sole discretion determine.

What is my next step when I complete the course?

On successful completion of this programme (training and assessment), candidates will be eligible to:

- ✓ apply for Member grade of CI Arb and take advantage of a range of educational and professional benefits.
- ✓ become a CI Arb Accredited Mediator once they have been admitted to CI Arb Member grade.
- ✓ progress onto Module 2 Law of Obligations

To register for the course or for more information, please visit our [website](#) and/or contact Ms. Sunita Tavabalan at STavabalan@ciarb.org.