

Course Information



CI Arb
evolving to resolve

Module 1 - Mediation Training & Assessment – Virtual Delivery

What is the aim of the course?

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

The course comprises of 6 full 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
- 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 in 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 course delivered?

The course comprises of 2 half days of skills-based learning a week for 7 weeks delivered by experienced, practicing mediators. The assessment takes place in week 8.

How will I be assessed?

Candidates will participate as a Mediator in two mock-mediations of one-hour duration and may be involved in role-playing as clients.

Candidates will be assessed in three 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. Being competent in this category is mandatory in both role plays.

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 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?

The course fee is £3600 inclusive of VAT. The fee includes registration on the course and study materials throughout the days. Candidates are advised to refer to the Training diary which details other fees that may be relevant.

What happens when I register for the course?

Upon successful registration on the course, candidates will receive confirmation they are booked on the course. Joining instructions and course materials will be sent to candidates approximately 2 weeks before the course start date by email. 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 CI Arb 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/defer their registration of a course, notification must be received in writing to education@ciarb.org. Deferral charges apply. Please refer to the Fee Terms and Conditions for full details.

What is my next step when I complete the course?

On successful completion of this course, candidates:

- may be eligible to claim CPD points if the course has contributed to members' development, and evidence of participation is provided, it may count as part of the CPD requirement for CI Arb, Solicitors Regulation Authority, Bar Standards Board, ACCA, CILEX, ICE and RIBA;
- will be eligible to apply for Member grade of CI Arb, and take advantage of a range of educational and professional benefits;
- will become a CI Arb Accredited Mediator once they have been admitted to CI Arb Member grade; and
- may progress onto Module 2 Law of Obligations