







International Professional Mediation Assessor Training Course

Becoming an Accredited International Professional Mediation Assessor of Mainland - Hong Kong Joint Mediation Center (MHJMC) is a key milestone in a mediator's professional development. It demonstrates that you are an expert in mediation field, entitles you to put Accredited International Professional Mediation Assessor after your name and you will have the opportunities to be invited to act as a Mediation Assessor in the Professional Mediator Assessments.

This Certificate Course will enable you to develop essential assessment skills using the MHJMC's Professional Mediator Assessment System, leading to becoming an International Professional Mediation Assessor of MHJMC after satisfactorily passing the assessment. **You will be qualified to apply for joining the International Accredited Professional Mediator Panel of MHJMC** upon the completion of the course. You are also expected to be able to:

-  Understand the approaches of the MHJMC Professional Mediator Assessment System
-  Apply the concepts and details of the Professional Mediation and Cross-border Dispute Resolution Mechanism
-  Understand the professional feedback system and the approach to produce value-adding performance analysis
-  Understand the ethical standards for the Assessor
-  Grasp comprehensive Mediation Skills applicable to the Cross-border Dispute Resolution Mechanism
-  Conduct a mediation assessment

An accreditation assessment will be conducted at the end of the program. Graduates who have achieved satisfactory results in the assessment and fulfilled the requirements specified by MHJMC may be invited to be the Mediation Assessor of the Professional Mediator Assessments organized by MHJMC.



YOUR OPPORTUNITIES TO BECOME AN
ACCREDITED MEDIATION ASSESSOR

Duration

18 hours

Date and Time

18 June 2018 (Mon) (7 pm to 10 pm)
21 June 2018 (Thurs) (7 pm to 10 pm)
25 June 2018 (Mon) (7 pm to 10 pm)
28 June 2018 (Thurs) (7 pm to 10 pm)
2 July 2018 (Mon) (7 pm to 10 pm)
5 July 2018 (Thurs) (7 pm to 10 pm)

Medium

Cantonese (with English teaching materials)

Venue

Mainland - Hong Kong Joint Mediation Center
(21/F, Success Commercial Building,
245-251 Hennessy Road, Wanchai)

CPD

HKMC: 18 points
MHJMC: 18 points



中國貿促會/
中國國際商會調解中心






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



香港和解中心

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Course Requirement

-  Priority will be given to Trainers or Coaches of MHJMC and Hong Kong Mediation Centre (HKMC)
-  Accredited Mediator of MHJMC or HKMC or Hong Kong Mediation Accreditation Association Limited (HKMAAL)
-  Conversant with mediation theories, skills and their applications
-  Good communication skills and have the ability to adapt their communication style to suit the need of audiences
-  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 to have detailed understandings on mediation process and applications of skills.

Course Contents

A. Introduction to the course

- Course Objectives
- Schedule and structure of the course

B. Role and Function of Assessor

- The important role of a Mediation Assessor
- Competence of a Mediation Assessor
- Ethical standards for the Assessor

C. Introduction to Cross-border Dispute Resolution Mechanism

- Special features of the Cross-border Dispute Resolution Mechanism
- The structure of the Professional Cross-Border Mediation Training Course
- Mediation Skills, Process and Development

D. MHJMC Assessment and Assurance System

- MHJMC Professional Mediation Assessment Report
- Guidelines on the Assessment of Professional Mediator
- Competence and assessment standards




E. Feedback Assessment

- Exercise on Giving Feedback
- Evaluation and Q & A
- Accreditation Assessment
- Certificate Presentation



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Certificate

-  **Certificate of Completion** will be presented to participants with 100% attendance for all the sessions.
-  **Certificate of Attendance** will be presented to participants with 70% attendance for all the sessions.
-  **Certificate of Accredited International Professional Mediation Assessor** will be presented to graduates who have achieved satisfactory results in the assessment.

Course Fee

HK\$9,000

Registration Method

1. Please complete and submit the online application form via the below Link:
<https://goo.gl/forms/XcfheUnw0lxT6voo2>
2. Please submit the Registration of Interest; and
3. Please settle the course fee by either cross-cheque or bank transfer on or before **12 June 2018 (Tue), 12:00 noon**

Payment Methods

1. Cross-cheque

Cheque should be made payable to "Mainland - Hong Kong Joint Mediation Center Limited" / 「內地—香港聯合調解中心有限公司」。Please write down your full name, contact number and label the course title at the back of the cheque. Please submit your crossed-cheque to Mainland - Hong Kong Joint Mediation Center (21/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai).

2. Bank Transfer

Please provide Bank-in Slip and state your full name, contact number and the course title.

Bank Name : BANK OF CHINA (HONG KONG) LIMITED
Bank Account : Mainland - Hong Kong Joint Mediation Center Limited
Bank Account Number : 012-704-0-007316-3

Refunding Arrangement

The result of successful application will be announced by 13 June 2018. No refund will be arranged at all circumstances after 13 June 2018.



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About Mainland - Hong Kong Joint Mediation Center

MHJMC was collaboratively set up by the China Council for the Promotion of International Trade (CCPIT) / China Chamber of International Commerce (CCOIC) Mediation Center and the Hong Kong Mediation Centre with vigorous support from the Department of Justice of Hong Kong. Being the first joint mediation center set up by major mediation institutions in Hong Kong and Mainland, MHJMC provides a new platform for cooperation in mediation in two places. To further enhance mediation in the Mainland and even in the international development, MHJMC sets up professional standards for mediators and mediation advocates, establishes professional mediation accreditation mechanism in China and assists in refining mediation training in China, enhancing professional standards of mediation in the Mainland.

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 online application form via google link and sending registration of interest and the crossed-cheque or copy of bank-in slip to MHJMC on or before 12 June 2018, 12:00 noon. Confirmation will be notified by email upon successful application on or before 13 June 2018. No refund will be arranged at all circumstances after 13 June 2018.
- C. If you do not receive any email confirmation from the Secretariat after 13 June 2018, your name will be wait-listed. 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 MHJMC's & HKMC's CPD Points in respective session.
- E. If you are not able to attend the captioned course after the receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of unavailability on/ before the course date by email. No refund will be made after confirmation.
- F. The assessment session may be video recorded for sole use of performance evaluation.
- G. If typhoon signal no. 8 or above or black rainstorm warning signals 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, Mainland-Hong Kong Joint Mediation Center reserves the right to make final decisions.
- I. The course is subject to change at any time without liability.

Personal Information Collection Statement

1. Personal data provided in this enrolment form will be used for the admission process. However, failure to provide such data may impede the enrolment process and communication with the applicant. All such data will be destroyed should the enrolment be unsuccessful.
2. The personal data provided in this form will be used by MHJMC staff for delivering latest information including any events and courses to be held, discount, benefits and services offers. These personal data will not be transferred to other external parties for purposes as stated above.
3. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Applicants wishing to access or make corrections to their data should submit written requests to Mainland - Hong Kong Joint Mediation Center.

Enquires

Mainland - Hong Kong Joint Mediation Center

Tel: 2866 1800 / 3974 5481

Fax: 2866 1299

Address: 21/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, Hong Kong

Email: training@mhjmc.org

Website: www.mhjmc.org

