

# **BASIC MEDIATION SKILLS TRAINING FOR FEDERAL AGENCIES**

## **AGENDA**

### **DAY ONE**

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|------------------|--|
| 9:00 – 9:20 am   | Welcome /Introductions   |
| 9:30 – 10:00 am  | "What do you want to learn about mediation?"<br><br>"What is mediation?"<br><br>"The Characteristics of Mediation" |
| 10:00 – 10:45 am | An Exercise: "The ADR/Mediation Process"   |
| 10:45 – 11:30 am | Debriefing of the Exercise   |
| 11:30 – 12:30 pm | Discussion Simulator Exercise  |
| 12:30 – 1:45 pm  | Lunch  |
| 1:45 – 3:00 pm   | Introduction to Mediation & Conflict Resolution  |
| 3:00 – 4:30 pm   | Position v. Interest   |
| 4:30 – 5:00 pm   | Critique/Wrap-Up   |

**AGENDA**

**DAY TWO**

- |                    |  |
|--------------------|--|
| 9:00 – 9:15 am     | Review of Previous Day   |
| 9:15 – 10:00 am    | Communication: "The Key to Successful Mediation"<br>(The Mediator's Toolbox) |
| 10:00 – 12:00 noon | Video: "The Stages of Mediation"   |
| 12:00 – 1:15 pm    | Lunch  |
| 1:15 – 3:30 pm     | Stage I - "Pre Mediation and Opening Mediation"                              |
| 3:30 – 4:00 pm     | Process Analysis   |
| 4:00 – 5:00 pm     | Critique/Wrap-up   |

**AGENDA**

**DAY THREE**

9:00 – 9:15 am	Review of Previous Day
9:15 – 9:30 am	Ice Breaker - "The Scavenger Hunt"
9:30 – 11:30 am	Position vs. Interest Exercise
11:30 – 12:00 noon	Process Analysis
12:00 – 1:15 pm	Lunch
1:15 – 4:00 pm	Stage II - "Identification of Issues"
4:00 – 4:30 pm	Process Analysis
4:30 – 5:00 pm	Critique/Wrap-up

**AGENDA**

**DAY FOUR**

9:00 – 10:00 am	Stage III - "Generating Options & Problem Solving"
10:00 – 12:00 noon	Cultural Consideration in Mediation
12:00 – 1:15 pm	Lunch
1:15 – 3:00 pm	Stage III Exercise
3:00 – 4:30 pm	Presentation: "Brainstorming & Reality Testing"
4:30 – 5:00 pm	Critique/Wrap-up

**AGENDA**

**DAY FIVE**

9:00 – 9:15 am	Review of the Previous Day
9:15 – 10:00 am	Ice Breaker - "Breaking Impasse"
10:00 – 11:00 am	Stage IV - Agreement Writing
11:00 – 12:15 pm	Stage IV Exercise
12:15 – 1:30 pm	Lunch
1:30 – 2:00 pm	Presentation of Standards of Ethical Conduct
2:00 – 4:00 pm	Exercise on Standards of Ethical Conduct
4:00 – 4:30 pm	Process Analysis
4:30 – 5:00 pm	Evaluation & Wrap Up