



Chartered
Institute
of
Arbitrators
CI Arb

Chartered Institute of Arbitrators

40 Hour Commercial Mediation Training (Module 1) 9th – 13th January 2017



The Chartered Institute of Arbitrators, Kenya Branch will conduct five (5) days Commercial Mediation training (Module 1) commencing on **Monday 9th January, 2017**. Ms. Jane Wamsley a senior practicing Mediator from London, with a wealth of experience, will conduct the training.

What is the aim of the Course?

This course is aimed at candidates who wish to become CI Arb Members and eventually Accredited Mediators. It is also beneficial to those who wish to use or sharpen their mediation skills in their current profession.

Under Article 159 (2)(c) of the Constitution of Kenya, mediation under ADR is recognized as a mechanism of resolving disputes in Kenya. The Judiciary of Kenya, under the Court-Annexed Mediation Scheme, commenced its pilot project on 4th April, 2016 in Nairobi. The Mediation Accreditation Committee (M.A.C.) which is vested with accreditation authority has a list of sixty Four (64) accredited mediators. For the scheme to work, the Judiciary requires not less than Two Hundred trained mediators. The training threshold is the five day – 40 hour mediation Course, equivalent to our Module 1. We encourage members of professional institutions dealing with family or commercial related disputes to apply so as to have more Mediators join the Scheme.

This course comprises of 5 continuous full days of skills-based learning delivered by a practising and experienced mediators. Mediation has been shown to be an effective method of solving complex commercial disputes as well as a skill that can have a positive impact on personal relationships. This course provides candidates with the appropriate skills set and can lay the foundation for building an independent ADR practice. It is, therefore, suitable for:

- Individuals looking to improve their communication skills, including building rapport and listening skills.
- Arbitrators/adjudicators looking to broaden their ADR practice offering;
- Conflict resolution professionals;
- Aspiring mediators;

Venue

The Training will take place at **Windsor Hotel Nairobi**, where free secure parking for participants is provided.

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 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;
- An overview of the English Legal System.

How is the course delivered?

The course is delivered over 5 days, with a combination of training and role play exercises. The course dates advertised are the dates of the course when candidates will be required to attend face-to-face sessions.

How will I be assessed?

There is no assessment for Module 1.

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Contact Us: To register for a course or for more information, please contact the Course Administrator, Chartered Institute of Arbitrators, Kenya
P.O. Box 50163 – 00200 NAIROBI

T: + 254 (2) 2612174 | Cell: +254 (0)722 200 496 734 652 205 | E: info@ciarbkenya.org | W: www.ciarbkenya.org

The assessment is **Module 2** – Commercial Mediation Accreditation Assessment. Details of the assessment are as follows:

- 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.

Results are dispatched to candidates normally eight to twelve weeks from the date of the assessment.

What are the entry requirements?

The course is intended for candidates who:

- are new to the field of mediation but have passed the Introduction to mediation course;
- 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 join the membership of the CIArb;
- wish to eventually become a CIArb Accredited Mediator under Module 2- Mediation.

English Language Competence- CIArb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

What is the course fee and what does it include?

The course fee is Kshs 92,500/= (Kenya Shillings Ninety Two Thousand Five Hundred Only). The fee includes registration on the course, study materials, lunch and refreshments throughout the training days. This can be paid in installment as long as the full amount is paid by **27th December, 2016**

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 will be sent to candidates approximately 2 weeks before the course start date. In addition candidates will be sent a handbook and are advised to begin familiarizing themselves with the content before the course begins. The handbook also contains a suggested reading list.

What is CIArb's policy on cancellation of courses?

CIArb 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 CIArb 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 their registration of a course, notification must be received in writing to info@ciarbkenya.org. Cancellation charges apply.

What is my next step when I complete the course?

On successful completion of this course, candidates may progress onto Module 2 – Commercial Mediation Accreditation Assessment of the Mediation Pathway course to be held between 19th and 21st April, 2017 at the cost of Kshs. 77,000/=.

Applications

There are limited spaces for the course and acceptance will be on first come first served basis.

Application Forms together with the requisite course fee must be submitted to Education & Programs Manager, Chartered Institute of Arbitrators (Kenya Branch) Nicholson Drive, Off Ngong Road, P. O. Box 50163 - 00200, NAIROBI

REGISTRATION FORM

Please complete all sections in BLOCK CAPITALS and return your completed form to:

CI Arb Education & Programs Manager,
Chartered Institute of Arbitrators Nicholson Court, Nicholson
Drive, off Ngong Road
P.O. Box 50163 – 00200 NAIROBI
• E info@ciarbkenya.org
• M +254 0722 200496/ 0734 652205 •

PERSONAL DETAILS

Surname:	First Name:
Other Names:	Title:
Profession / Trade:	Gender: Male: _____ Female: _____
Address:	
Post Code:	Town: Country:
Physical (Delivery) Address if different from main Address (for course materials and results):	
Cellphone:	Email:
Employer / Firm / Organization:	

(i) Bank Transfer / Deposit
Deposit / Transfer Date mm / dd / yyyy

(i) Cheque / Bank Draft
Please find enclosed a cheque / bank draft No: made payable to 'Chartered Institute of Arbitrators' for the amount:
Any costs arising out of unpaid or uncleared cheque will be met by the applicant.

The Law society of Kenya has accredited this course for Two (2) CLE units. Other participants who wish to apply for CPD in their Professional bodies will be assisted.

Cancellation charges will apply as follows:

Notice Prior to commencement of event	Cancellation charges
• Over Four weeks	Full refund
• over two weeks	50 % refund
• Less than one week	No refund

If payment is made by bank transfer/ deposit, this should be made payable to the Chartered Institute of Arbitrators, Commercial Bank of Africa(CBA) , Mama Ngina Branch, Account Number: 0155538007 or Mpesa Paybill Number 975743 Account 40HrMediation

Signature: _____ Date: _____

Document Issued DVD Issued

Receipt No.:

Receiving Officers Signature:.....

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