

Day 1

Time	Topic	Part 146 Mediation Training Curriculum Guideline Covered	Objectives	Training Methodology	Trainer
9:45 - 10:30	Beginning the Mediation (A Closer Look)	II. D. Definition and discussion of the mediation process	<p>Participants will learn how to begin the mediation</p> <p>-Participants will learn how to set up the mediation room including how to seat parties in a manner conducive to collaborative problem solving</p> <p>-Participants will explore the importance of a clear opening statement and develop the skills to deliver an opening statement</p>	<p>Brief lecture including metaphor to frame introduction of mediator skills. Exercise highlighting what mediators do to begin the mediation, how they choose their words and what to emphasize. Elicitive discussion to explore the elements of an opening statement, importance of seating arrangement, non-verbal communication, and word-choice.</p>	Lead Trainer
10:30 - 11:10	Accumulating Information and Listening Constructively	II. E. Mediation Skills	<p>Participants will learn how to gather information and listen constructively</p> <p>-Participants will learn to distinguish among positions, interests, values, feelings, principles and other key components for dialogue</p> <p>-Participants will learn to distinguish among various forms of questions and how to use forms of questions to maximize the gathering of helpful information.</p>	<p>Lecture using PowerPoint to highlight the various components of dialogue.</p> <p>Fishbowl exercise where participants practice summarizing positions and interests.</p> <p>Lecture with PowerPoint highlighting the respective utility of various forms of questions.</p>	Lead Trainer

* This sample agenda is meant to be a guide and is for informational purposes only.