

Part 146 Sample Training Agenda for 24-hour Basic Mediation Training*

Developed by the UCS ADR Office

Day 1

Time	Topic	Objectives	Training Methodology	Presenter
9:45 - 10:30	Beginning the Mediation (A Closer Look)	<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. Listening partner will summarize. Elicitive discussion to explore the elements of an opening statement and the importance of seating arrangement, non-verbal communication, and word-choice.</p>	Lead Trainer
10:30 - 11:10	Accumulating Information and Listening Constructively	<p>Participants will learn how to gather information and listen constructively</p> <p>-Participants will learn to distinguish among positions, interests, values,</p>	<p>Lecture using power point to highlight the various components of dialogue. Fish bowl exercise where</p>	Lead Trainer

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

Time	Topic	Objectives	Training Methodology	Presenter
		feelings, principles and other key components for dialogue -Participants will learn to distinguish among various forms of questions and how to use forms of questions to maximize the gathering of helpful information.	participants practice summarizing positions and interests etc. Lecture with PowerPoint highlighting the respective utility of various forms of questions.	