

School of Professional Education and Executive Development, The Hong Kong Polytechnic University (PolyU SPEED) in collaboration with the Hong Kong Mediation Centre (HKMC) is now offering the following course.

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## Advanced Mediation Course

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Mediation is an alternative dispute resolution (ADR) process of voluntary participation in nature that aims at building consensus and agreement through a neutral third party acting as a facilitator or catalyst for effective communication, issues clarification and options generation. There are many success stories of resolving disputes by mediation without the need of going to court. The disputants not only save their tremendous amount of time and money on litigation, but also the precious relationship between them. This course gives a brief account of the fundamental framework on how mediation works, including its basic principles, procedures and techniques, and the major legal issues behind the scene. The fundamental framework provides an organised and systematic basis to conduct general-purpose mediations, such as community or commercial mediations, aiming at a win-win settlement to the benefit of and acceptable to both the parties in dispute.

Organising Unit	: PolyU SPEED
No. of Sessions	: 5 (8 hours each)
Medium of Instruction	: Cantonese (with English terms)
Venue	: PolyU Campuses
Course Fee	: HK\$13,000

Course contents include:

- Cause of conflict
- Definition of a dispute
- Definition of mediation
- Differences between mediation, arbitration and litigation
- Mediation techniques
- Advantages of mediation
- Preparation for mediation
- Mediation procedures
- Application of mediation
- Listening techniques
- Mediation evaluation
- How to deal with a deadlock
- Rules of mediation
- Mediation techniques and strategies
- How to draft a settlement agreement
- Mediator's appointment agreement
- Role and responsibilities of a mediator
- Code of ethics for mediators

Entry Requirement	Holders of Bachelor's degree (or equivalent/above qualification) in any discipline.
Assessment Method(s)	1. Settlement agreement drafting assessment (25%); and 2. End of course assessment (75%)

Certification	<p>By PolyU SPEED:</p> <ol style="list-style-type: none"> <li>1. Certificate of Attainment will be issued to students with the attendance rate of 100% and scoring of at least 60% in <u>each</u> of the course assessment.</li> <li>2. Certificate of Attendance will be issued to students with the attendance rate of 100% but without passing all the assessments.</li> </ol> <p>By HKMC:</p> <ol style="list-style-type: none"> <li>1. Certificate will be issued to students with the attendance rate of 100% and scoring of at least 60% in each of the course assessment.</li> </ol>
Remark(s)	<ol style="list-style-type: none"> <li>1. Students are expected to make effort in coping with the required workload.</li> <li>2. Study materials will mainly be in English.</li> <li>3. This course is pending for accreditation by the Hong Kong Mediation Accreditation Association Limited (HKMAAL), a mediation accreditation body in Hong Kong to be formally established in early 2013.</li> <li>4. The course requirements have been revised according to the criteria proposed by HKMAAL (with an attendance rate of 100% and scoring of at least 60% in each of the course assessment).</li> <li>5. Hong Kong Mediation Centre will provide further details about accreditation in due course, by the end of this course.</li> </ol>
Application Deadline	<b>23 March 2013</b>
Submission of Application	<p>Completed application form should be submitted to PolyU SPEED Office in person or by post with the following documents:</p> <ul style="list-style-type: none"> <li>▪ a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fee; and</li> <li>▪ a copy of the parchment with the qualification of Bachelor's degree (or equivalent) or above.</li> </ul>

Course Code	Period	Day	Time
FB30	13 Apr – 11 May 2013	Saturdays	9:30 am – 6:30 pm (including 1 hour lunch break)

## Enquiries

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The School reserves the rights to cancel any courses, and to make variations to the schedules, venues, contents and mode of delivery of the courses offered.

*School of Professional Education and Executive Development is operated by College of Professional and Continuing Education Limited which is an affiliate of The Hong Kong Polytechnic University.*

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