

ADRg Introduction to Mediation Skills & Techniques – Distance Learning Programme



ADR Group's ever popular distance learning mediation course, produced electronically gives you a more flexible method of study. Our '**Introduction to Mediation Skills & Techniques**' course can be worked through entirely at your leisure with no time lost from your normal working day. With no time limit in which you are required to complete the course, the Exercises offer an extremely convenient way to learn as well as attracting 12 hours Civil & Commercial Mediation Council, Bar Council & Law Society Continuing Professional Development points.

The Introduction to Mediation Skills & Techniques Programme can be taken as a stand alone course, giving you a valuable insight into civil and commercial mediation. However, these Exercises also form Module I of ADR Group's Foundation Training Programme in Civil and Commercial Mediation. For those who wish to pursue full mediator accreditation, once the distance learning exercises have been completed delegates can proceed to Module II, our intensive 3 day training and assessment programme.

The Introduction to Mediation Skills & Techniques programme is divided into 5 main sections, which are accessed via PDF documents. (When working through the programme you may find it more convenient to print it out and work from hard copy).

History & Theory of Mediation

This section contains exercises for you to complete. These exercises are intended to be self-assessment questions although they will be reviewed if you wish to proceed to Module II.

Mediation Skills & Techniques - Distance Learning Programme

This is the first formal step in the process to becoming an ADR Group accredited mediator. You may not, of course, wish to go through the whole process to ADR accreditation but certainly by completing the distance learning course you will obtain a thorough grounding in the techniques involved.

Programme Submission Form

This is the form to we need to accompany your course work. Where you intend to go on to Modules II and/or III, this must be received at least 14 days before the start of the programme you wish to attend.

Application form for other courses

If you would like to attend any of our other courses please complete this form and send it to us.

Mediation Documentation

Two documents which you may find useful in terms of general background information are:

- A Users Guide
- A Commercial Approach

Once completed, please return this form to:

ADR Group -Training Division • Grove House • Grove Road • Redland • Bristol • BS6 6UN • DX 99884

Completing the assignment

We recommend that you allow approximately 12 hours to complete the course. Once your completed assignment has been received by ADR Group, it will be forwarded for assessment. The pass mark for the CD Rom is 70%. On successful completion you will receive a detailed feedback report and your CPD certificate. If the pass mark of 70% is not achieved, full written feedback will be provided by the assessor as to why. Delegates then have the opportunity to re-submit those answers that did not meet the required standard.

Ordering ADRg's Introduction to Mediation Skills & Techniques

The CD can be ordered and paid for online by credit card. Please visit our website at www.adrgroup.co.uk. Alternatively, you may complete the booking form, return this to us and we will send an invoice for payment.

Continuing Professional Development

Module 1 combined with the compulsory self-assessment questions in the "History and Theory" section carries 12 CPD points.

Cost

*ADRg Introduction to Mediation Skills & Techniques – Distance Learning Programme
£475 + VAT (£558.13 inclusive)*

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BOOKING FORM

Introduction to Mediation Skills and Techniques

NAME:			
JOB TITLE:			
COMPANY:			
ADDRESS:			
TELEPHONE:		DX:	
FAX:		EMAIL: **	
MOBILE: *		** Your distance learning exercises will be sent to you by email unless you tick the box below selecting to receive this by CD Rom	
* A text may be sent to your mobile number confirming the dispatch of your distance learning		<input type="checkbox"/> I would prefer to receive my exercises by CD Rom sent to address above.	

Introduction to Mediation Skills and Techniques Distance Learning Programme	<input type="checkbox"/>	Member	£427.50 + VAT
	<input type="checkbox"/>	Non-member	£475.00 + VAT
TOTAL inc VAT			£

Trainees who successfully complete the above course, will be eligible to join our three-day core mediator competency training leading to qualification as an ADR Group accredited mediator

24-26 Mar 10 LONDON Open Course	16-18 Jun 10 BATH Residential Only	14-16 Sept 10 LONDON Open Course	22-24 Nov 10 LONDON Open Course
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I acknowledge and agree to the ADR Group Terms & Conditions (as detailed below)

Participant's Signature: _____

Please tell us how you found out about ADR Group's training courses:

Internet Search <input type="checkbox"/>	Where? _____	Courts <input type="checkbox"/>
Recommendation <input type="checkbox"/>	Who? _____	Advert <input type="checkbox"/>
General Reputation <input type="checkbox"/>		Eshot/ Mailshot <input type="checkbox"/>
Bar Council <input type="checkbox"/>		Other Training Provider <input type="checkbox"/>
Law Society <input type="checkbox"/>		Other <input type="checkbox"/> Please specify _____

ADR Group Terms and Conditions

Receipt of your duly completed and signed Booking Form by ADR Group denotes your acceptance of these terms and conditions.

Acceptance

Your acceptance on the course is subject to receipt of a completed application form and full payment of the appropriate course fee. Course places will be allocated in date order of receipt of completed application forms. ADR Group's decision is final. Your acceptance will be confirmed in writing.

Payment

Course fees are payable in Pounds Sterling and all are exclusive of VAT unless otherwise stated.

Attendance and Participation

When you register to attend the course you make a commitment to complete all necessary course work to the best of your ability. Attendance on all course dates is compulsory. Delay in completing or submitting any required coursework or assignments may result in delay of the final assessment.

Joining Instructions

Joining instructions and full course information will be sent to the contact address or email contained in the application form.

Course Materials

At the commencement of the course you will be provided with course materials. Where appropriate you will also be provided with advance/pre-course learning through distance learning, CD-rom or web-based programmes. Ownership of all intellectual property rights in the course materials belongs to IDR Europe Limited. Although all necessary care and attention has been taken by ADR Group to ensure accuracy, neither we nor the course tutors can in any circumstances accept responsibility for any errors, omissions or advice given in the course materials or during the delivery of the course itself. Course materials are intended for general training purposes only and independent professional advice should be sought before applying any information to specific circumstances.

Transfers

After acceptance on a course delegates may transfer to a later course subject to availability. Notice to transfer must be in writing. If notice to transfer is received at least 21 days prior to the commencement of the course, no transfer fee will apply. If notice to transfer is received less than 20 days prior to the commencement of the course an administrative charge of 15% of the course fee will be levied. If the transfer is subsequently cancelled or the delegate fails to attend, the full course fees including the transfer charge will remain payable.

Cancellation

Notice to cancel must be in writing. If notice to cancel is received at least 21 days prior to the commencement of the course, a cancellation charge of 10% will be levied. If notice to cancel is received less than 20 days prior to the commencement of the course, we regret that we cannot refund the course fee. ADR Group will accept a 'replacement' delegate subject to an administrative charge of 15% of the course fee. If the transfer is subsequently cancelled or the delegate fails to attend, the full course fees including the transfer charge will remain payable. ADR Group reserves the right to make amendments to the course (including dates, programmes, tutor and/or materials) or to cancel the course without liability. Should the course be cancelled by us, delegates will be offered a place on an alternative programme, or a credit or full refund of the course fees only will be given.

Data Protection

ADR Group acknowledges that data supplied to it for the purposes of this agreement may comprise personal data. The delegate hereby appoints ADR Group as a data processor in relation to the personal data. For the purposes of this clause, 'personal data' will have the meaning given it in the Data Protection Act 1998. ADR Group undertakes that it will:

- i) use the personal data solely for the purposes of this agreement and solely in accordance with the instructions of the delegate; and
- ii) act only on instruction from the delegate; and
- iii) ensure that appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data and against accidental loss, or destruction of, or damage to such personal data.

Force Majeure

ADR Group will be released from its obligations under this agreement to the extent that performance of such obligations is delayed hindered or prevented by an event of force majeure provided that:

- i) on becoming aware of any event of force majeure which gives rise, or which is likely to give rise, to any failure or delay in the performance of its obligations under this agreement, it notifies the delegates by the most expeditious method available, giving details of the event of force majeure, the obligations on its part which are affected and its reasonable estimate of the period for which such failure or delay shall continue; and
- ii) it takes all reasonable steps to prevent, avoid, overcome and mitigate the effects of such event of force majeure.

General

The agreement and the provision of training services shall be governed and construed according to English Law.