

ADR Accreditation Conversion Programme



This programme gives you the opportunity to convert your existing mediation accreditation with another organisation to the ADR Group accreditation. This is for mediators who have successfully completed mediation training with another organisation in the UK or equivalent Internationally. Training undertaken in the UK must meet the set standards of the Civil Mediation Council, must equate to a minimum of 40 hours of tuition and must be recognised by the Law Society of England and Wales and the Bar Council.

Programme Outline:

- Introduction
- Overview of the mediation process and skills of the mediator
- Preparation for role plays
- Role plays
- Individual debriefing and assessments

Our Trainers:

Paul Gale: Paul is our lead consultant with over 30 years of training experience. Paul joined ADR Group in 1995 and developed our innovative distance learning CD-ROM. He continually works with delegates and trainers to modify and improve our courses.

Professor Rob Jackson: Professor Jackson is a Chartered Civil Engineer and experienced mediator. In addition to delivering regular training courses and seminars he also takes part in TV and radio debates and discussions on mediation.

Adrian Wright and Gaynor Walsh: Adrian and Gaynor work alongside Paul and Rob as assessors, both are commercial and family trainers, each with in excess of 10 years training experience. Adrian and Gaynor are busy practicing mediators and members of ADR Group's Hybrid Mediation Panel.

Who should attend?

Mediators who have previously trained with another professional body and wish to receive ADR Group Accreditation

If your **only** tool is a hammer, every **problem** looks like a nail.

ABRAHAM MASLOW

Programme Content:

The course is an intensive and advanced one-day role play programme designed to sharpen and further develop the skills required of an ADR Group mediator. Delegates will be joining the third day of a 3 day Commercial Foundation Training Course. An integral part of the course is an individual, video recorded assessment of each delegate's performance, carried out by the course leaders.

The course will run from approximately 8.00am – 8.00pm.

By the end of the programme, participants should be able to:

- Identify their strengths as a mediator
- Identify skilled areas that require further development
- Evaluate their readiness to carry out mediations

Continuing Professional Development:

10 Hours – Law Society of England and Wales and the Bar Council

Venue and Dates:

- London 26 March 2010
- Liverpool 30 April 2010
- London 16 September 2010
- London 24 November 2010

Programme Cost:

£675.⁰⁰ plus VAT per delegate (£793.12 inclusive)

BOOKING FORM

Civil & Commercial Accredited Mediator Conversion Programme

NAME:			
JOB TITLE:			
COMPANY:			
ADDRESS:			
TELEPHONE:		EMAIL:	
FAX:		DX:	

PREVIOUS MEDIATION TRAINING AND EXPERIENCE

NAME OF CIVIL/COMMERCIAL MEDIATOR FOUNDATION TRAINING PROVIDER?		DATE TRAINING COMPLETED?	
NAME OF EXISTING CMC MEDIATION PROVIDER MEMBERSHIPS, IF ANY?		NO. OF MEDIATIONS COMPLETED TO DATE?	

DATE*	DATE*	LOCATION *	COST
Friday 26 March 2010	<input type="checkbox"/>	LONDON	£675.00 + VAT
Wednesday 30 April 2010	<input type="checkbox"/>	LIVERPOOL	£675.00 + VAT
Thursday 16 September 2010	<input type="checkbox"/>	LONDON	£675.00 + VAT
Wednesday 24 November 2010	<input type="checkbox"/>	LONDON	£675.00 + VAT
TOTAL inc VAT			£

* 2009 COURSE DATES AND LOCATIONS

26 Mar 2010 LONDON Landmark Chambers 180 Fleet Street	30 Apr 2010 LIVERPOOL Silkhouse Court Tythe Barn Street	16 Sep 2010 LONDON Landmark Chambers 180 Fleet Street	24 Nov 200 LONDON Landmark Chambers 180 Fleet Street
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Bookings made less than 40 days in advance of a course commencing must be accompanied by the full fee

I acknowledge and agree to the ADR Group Terms & Conditions (as detailed on page 2)

Participant's Signature: _____

Please let us know if you have any special dietary or other requirements.

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 _____ |

Once completed, please return this form to:

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

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 for this training is subject to receipt of a satisfactory completed application form. Places on a particular course will be allocated in date order of receipt of completed application forms and full payment of the appropriate course fee. 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.