

# 40- Hour Commercial Mediation Training

University Students – Special

*Course Application Form*



**CI Arb**  
evolving to resolve

Kenya Branch

The Chartered Institute of Arbitrators, Kenya Branch will conduct a forty Hour Virtual Commercial Mediation training to commence on 22<sup>nd</sup> October, 2021. The other dates are 25<sup>th</sup> and 27<sup>th</sup> October, 2021 and 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, 8<sup>th</sup> and 15<sup>th</sup> November, 2021. Senior practicing Mediators with wealth of experience will conduct the training.

## **What is the aim of the Training?**

This course is aimed at candidates who wish to become CI Arb Members and eventually Accredited Mediators. It is also beneficial to those who wish to use or sharpen their mediation skills in their current profession.

Under Article 159 (2)(c) of the Constitution of Kenya, mediation under ADR is recognized as a mechanism of resolving disputes in Kenya. The Judiciary of Kenya, under the Court-Annexed Mediation Scheme, commenced its pilot project on 4<sup>th</sup> April, 2016 in Nairobi. The Scheme has since been rolled out. The Mediation Accreditation Committee (M.A.C.) which is vested with accreditation authority maintains a list of accredited mediators. For the scheme to work, the Judiciary requires not less than Two Hundred trained mediators. The training threshold is the five day – 40 hour mediation Course, equivalent to our Module 1 training without the accreditation component.

This course comprises a mix of half and full days of skills-based learning delivered by practising and experienced mediators followed by an accreditation assessment program for those interested. Mediation has been shown to be an effective method of solving complex commercial disputes as well as a skill that can have a positive impact on personal relationships. This course provides candidates with the appropriate skills set and can lay the foundation for building an independent ADR practice. It is, therefore, suitable for:

- Aspiring mediators;
- Individuals looking to improve their communication skills, including building rapport and listening skills.
- Arbitrators/adjudicators looking to broaden their ADR practice offering;
- Conflict resolution professionals;

## **What are the learning outcomes?**

On successful completion of this course candidates will be able to:

- Define mediation and explain its place in the context of other forms of dispute resolution;
- Explain the process, procedure, its advantages and disadvantages;
- Demonstrate competence in the mediator's core skills;
- Demonstrate that they can manage mediation.

## **What is covered within the syllabus?**

Through the use of case studies, you will learn and gain practical experience of the skills and techniques required to manage mediation from initial instruction to conclusion including:

- The core skills;
- Preparing stage – setting it up;
- Opening stage – parties telling their stories;
- Exploring stage – establishing parties' needs and drivers;
- Negotiating stage;
- Concluding stage;

### **How is the course delivered?**

The course is delivered over about 8 days, with a combination of training and role play exercises. The course dates advertised are the dates of the course when candidates will be required to attend online sessions.

Those intending to take the course may register as from 15<sup>th</sup> September, 2021 for purposes of receiving the course material and early preparation for the course.

### **Venue**

Course will be held virtually on zoom. The zoom log-in credentials will be shared with those paid up to take the program.

### **What are the entry requirements?**

The course is intended for candidates who:

- are new to the field of mediation but have passed the Introduction to mediation course;
- wish to learn more about mediation and its benefits to users;
- are aspiring to be a mediator or a conflict resolution professional;
- are arbitrators looking to broaden their ADR service offering;
- wish to join the membership of the CI Arb;
- wish to eventually become a CI Arb Accredited Mediator.

### **What is the course fee and what does it include?**

The course and assessment fee is Kshs 25,000/= (Kenya Shillings Twenty Five Thousand Only). The fee includes registration on the course and study materials This can be paid in instalment as long as the full amount is paid by **Friday 15<sup>th</sup> October, 2021**.

### **What happens when I register for the course?**

Upon successful registration on the course, candidates will receive confirmation they are booked on the course. Joining instructions will be sent to candidates approximately 2 weeks before the course start date. In addition candidates will be sent a handbook & a link to watch a mediation demo and are advised to begin familiarizing themselves with the content before the course begins.

### **What is CI Arb's policy on cancellation of courses?**

CI Arb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and Tutors. Candidates will be provided with adequate notice of any change. If CI Arb has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course. Should a candidate wish to cancel their registration of a course, notification must be received in writing to [info@ciarbkenya.org](mailto:info@ciarbkenya.org). Cancellation charges apply.

### **What is my next step when I complete the course?**

On successful completion of this course, candidates may opt to take the Mediation Assessments later in November or at a later date. Anyone wishing to take the assessments may contact the Secretariat/ Education & Programs Manager for further information.

### **Applications**

Application forms can be obtained from Chartered Institute of Arbitrators (Kenya Branch) office or from our web site [www.ciarbkenya.org](http://www.ciarbkenya.org) . Application will be received on a first come first served bases.

Application forms together with the requisite course fee must be submitted on or before Friday 15<sup>th</sup> Oct, 2021 to the following address: Email: [info@cirbkenya.org](mailto:info@cirbkenya.org) cc [accounts@cirbkenya.org](mailto:accounts@cirbkenya.org)

**40 HOUR MEDIATION TRAINING- STUDENT SESSION**  
OCTOBER – NOVEMBER, 2021

# REGISTRATION FORM

Please complete all sections in BLOCK CAPITALS and return your completed form to:

CI Arb Course Administrator, Chartered Institute of Arbitrators  
Nicholson Court, Nicholson Drive, off Ngong Road  
P.O. Box 50163 – 00200 NAIROBI  
• E [info@ciarbkenya.org](mailto:info@ciarbkenya.org)  
• M +254 (020) 0722 200496/ 0734 652205 •



## PERSONAL DETAILS

<b>Surname:</b>	<b>First Name:</b>
<b>Other Names:</b>	<b>Title:</b>
<b>Profession/Trade</b>	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b><u>Date of Birth:</u></b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Town :</b> <b>Country:</b>
<b>Physical (Delivery) Address if different from main address (for course materials and results):</b>	
<b>Cell Phone:</b>	<b>Email:</b>
<b>Name of University/ Campus</b>	

- Bank Transfer**    **Deposit / transfer date:** ...../...../.....  
 **Cheque / Bank Draft**

**Any costs arising out of unpaid or uncleared cheque will be met by the applicant.**

**Cancellation charges will STRICTLY apply as follows:**

**Notice Prior to commencement of event**

- ≈ Over Three weeks  
≈ One to two weeks  
≈ Less than one week

**Cancellation charges**

- Full refund  
50 % refund  
No refund

If payment is made by bank transfer/ deposit, this should be made payable to the **Chartered Institute of Arbitrators, NCBA Bank, Mama Ngina Branch, Account Number: 6435390017. Or Mpesa Paybill No. 975743 Account No. MEDUON1**

<b>Signature:</b>	<b>Date:</b>
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Receipt No:  Issued documents

Receiving officers Signature: .....