

**Module 1– 40 Hr Commercial Mediation Training & Accreditation Assessments  
Course Application Form 2025**

**About the Course**

The Chartered Institute of Arbitrators, Kenya Branch will conduct five (5) days Commercial Mediation training commencing on **Wednesday 23<sup>rd</sup> to Tuesday 29<sup>th</sup> April 2025.**

Senior practicing Mediators with wealth of experience will conduct the training. The accreditation program will commence immediately after the training on **Wednesday 30<sup>th</sup> April.**

**What is the aim of the Course?**

This course is aimed at candidates who wish to become CIARB 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. We encourage members of professional institutions dealing with family or commercial related disputes to apply so as to have more Mediators join the Scheme.

This course comprises of 5 full days of skills-based learning delivered by a practising and experienced mediators followed by an accreditation assessment program. 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:

- 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;
- Aspiring mediators;

## Venue

The Training and assessments will be in-person unless otherwise communicated.

## 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;
- Setting up a mediation practice;
- An overview of the English Legal System.

## How is the course delivered?

The course is delivered over 5 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 in-person sessions.

## How will I be assessed?

The assessment is Commercial Mediation Accreditation Assessment.

Details of the assessment are as follows:

- Candidates will participate as a Mediator in two mock-mediations of one-hour duration and may be involved in role-playing as clients.
- Candidates will be assessed in three categories: people skills, process skills and the management of the mediation.

### » People Skills

This category concerns the relationship between the mediator and the participants in the mediation.

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Building a trusting relationship is essential for an effective mediator. Being competent in this

category is mandatory in both role plays.

» Process Skills

This category concerns the mediator's ability to use the skills and techniques emphasised on the training course. Competent mediators use a variety of appropriate skills to establish parties' needs and help them towards settlement.

» Management Skills

This category concerns the firm and tactical use of the process and skills. Competent mediators create an environment to give the parties the best opportunity of achieving a settlement.

- This assessment is on a pass or fail basis. Candidates must achieve 'COMPETENT' in people skills in both mediations and in process skills and management skills at least once in either of their mediations. Candidates who fail the assessment will only be required to re-sit the assessment.

Results are dispatched to candidates normally eight to twelve weeks from the date of the assessment.

### 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 Ciarb;
- Wish to eventually become a Ciarb Accredited Mediator.

English Language Competence- CIARB training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

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

The course fee is made up 2 aspects:

1. The 40 Hour Course Fee Training Component is Kshs. 50,000.
2. The Accreditation assessment fee is Kshs. 70,000/=

A total of (Kenya Shillings One Hundred Twenty Thousand Only). The fee includes registration on the course, study materials, lunch and refreshments throughout the 5 day in-person training and during the assessments.

This can be paid in installment as long as the full amount is paid by **Wednesday 22<sup>nd</sup> April, 2025.**

**PS:** A participant can choose to undertake the Five days training without the oral Accreditation Assessments which can be deferred to a later date at the cost of Kshs. 70,000.

### 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 video Link 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@ciarbkkenya.org](mailto:info@ciarbkkenya.org) Cancellation charges apply.

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

Candidates who have successfully completed the 40 Hour training can apply to the Judiciary among other opportunities as a court annexed Mediator.

Additionally, upon successful completion of this course, candidates may apply for Membership at MCI Arb level and may later on progress onto Module 2 – Mediation under the Mediation Pathways.

### Applications

The structure of the training provides for limited spaces and thus application will be received and accepted on first come first served basis.

Application Forms together with the requisite course fee must be submitted to Education & Programs Manager, Chartered Institute of Arbitrators (Kenya Branch) Nicholson Drive, Off Ngong Road, P. O. Box 50163 – 00200, NAIROBI through the email [info@ciarbkkenya.org](mailto:info@ciarbkkenya.org).

### Modes of Payment

Payment can be made either by:

1. Deposits/ Transfers to:  
NCBA Bank, Mama Ngina Branch  
KES Ac No. 6435390017  
Ac Name: Chartered Institute of Arbitrators  
SWIFT CODE: **CBAFKENX**
2. Mpesa Paybill No. **975743** Ac. **40HRAPR**

Upon payments, share the payment advise with [accounts@ciarbkkenya.org](mailto:accounts@ciarbkkenya.org) to ensure your status is well up to date.

**MODULE 1 – [40 HOUR COMMERCIAL MEDIATION TRAINING & ASSESSMENTS]  
November, 2023  
REGISTRATION FORM**

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

CIArb Education & Programs Manager, Chartered Institute of Arbitrators P.O. Box 50163 – 00200 NAIROBI E: [info@ciarbkenya.org](mailto:info@ciarbkenya.org) • M +254 0722 200496/ 0734 652205.

**PERSONAL DETAILS**

|  |  |
|--|--|
| Surname:   | First Name:                                      |
| Other Names:   | Title:   |
| Profession / Trade:  | Gender:  |
| <b>Date of Birth:</b>                                      | Male: <span style="float: right;">Female:</span> |
| Address:   |  |
| Post Code:   | Town:<br>Country:                                |
| Physical (Delivery) Address if different from main Address |  |
| Cellphone:   | Email:   |

Employer / Firm / Organization:

Payments paid by (Tick Appropriately):

1. Bank Transfer/ Deposit. Confirm date of transfer .....
2. Mpesa Paybill. Confirm Date of |Transfer & Mpesa Code: .....
3. Cheque. Cheque No. ....

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 Four weeks
- over two weeks
- Less than one week
- Those who wish to differ to the next training will have 10% of course/ assessment fees received deducted as differing charges.

**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 Number 975743 Account 40HRAUG**

Signature:

Date:

**Document Issued**

**Link Issued**

Receipt No.:

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Receiving Officers Signature:.....