

ADVANCED MEDIATION TRAINING
SYLLABUS

DAY 1

- | | | |
|------|----------------------------------------------------------------------------------------------------|-----------------------------|
| I. | <u>Introductions of Materials</u> | <u>Times</u>
9:00 -10:00 |
| | A. Review of Interest-Based Negotiation | |
| | B. Discuss Handout of Facts of Simulated Divorce that will be Mediated | |
| | C. Explanation of How to Use Notebook System | |
| | 1. Client Mediation Notebook | |
| | 2. Mediator Notebook And Checklists | |
| | 3. Proposal Notebook for Clients | |
| II. | <u>Initial Consultation</u> | 10:00-11:00 |
| | A. Watch Mediator Conduct Initial Consultation with Clients | |
| | B. Question and Answer Period | |
| III. | <u>First Mediation Session</u> | 11:00-12:00 |
| | A. Screening Process | |
| | B. Sign Agreement to Mediate | |
| | C. Discuss Parties' Statement of Income Worksheet | |
| | D. Discuss Parties' Statement of Expenses Worksheet | |
| | E. Discuss Net Monthly Surplus or Deficit of each Party | |
| | F. Discuss Maintenance | |
| | G. Confirm any Agreements and Give Assignments for Next Session | |
| | H. Write Mediator Notes of Session | |
| | I. Question and Answer Period | |
| | Lunch 12:00 – 1:00 | |
| IV. | <u>Second Mediation Session</u> | 1:00-2:00 |
| | A. Discuss Each Parties' Statement of Property Worksheet | |
| | B. Help Parties Come to Agreement on Values of All Property and Debt and Collect All Documentation | |

Times

- C. Discuss Parties' Goals and Concerns (Interests)
 - D. Generate Options for Dividing Property in a Way that Meets both Parties' Needs.
 - E. Confirm any Agreements and Give Assignments for Next Session
 - F. Write Mediator Notes of Session
 - G. Question and Answer Period
- V. Third Mediation Session 2:00-3:30
- A. Discuss Parenting Goals
 - B. Discuss Options of Different Parenting Plans
 - C. Agree Upon a Parenting Plan
 - D. Discuss Children's Financial Needs
 - E. Apply State's Child Support Calculations
 - F. Agree upon Child Support
 - G. Agree upon Tax Exemptions, Head of Household, etc., for Children
 - H. Fill Out Worksheet of "Final Decision Checklist" (ie: Whether QDRO's are Necessary; How and When Respondent Wants to be Served; Timing of Divorce; etc.)
 - I. Write Mediator's Notes of Session
 - J. Question and Answer Period
- VI. Give Writing Assignment to Class 3:30-4:00
- A. Draft Proposal Notebook (Includes Statement of Income and Expenses, Maintenance Agreement, Statement of Property, Spreadsheet of Division of Property, One-Page Chart Summary of Division of Property, Parenting Plan, Child Support Agreement)
 - B. Draft Memo of Understanding or Settlement Agreement

DAY 2

	<u>Times</u>
I. <u>Domestic Violence Differentiation</u> Susannah Altesman – ALIVE	9:00-11:00
A. Review Article by: Joan B. Kelly and Michael P. Johnson, Differentiation Among Types of Intimate Partner Violence.	
B. Learn Strategies for Screening Mediation Clients/ Knowing Which Ones Can be Mediated.	
C. Learn Effective Strategies for Working with High-Conflict Partners	
II. <u>General Question and Answer Period</u> <u>Class Critique of Your Proposal Notebook</u> (Via Overhead Projector)	11:00-12:00
LUNCH	12:00-1:00
III. <u>Class Critique of Your Memo of Understanding/ Separation Agreement</u>	1:00-3:00
IV. <u>More Demonstrations of Mediation Techniques for High-Conflict Couples</u>	3:00-4:00