

**CURRICULUM FOR 5 DAYS “INTENSIVE TRAINING PROGRAMME”**

Duration: 05 Days

**Day 1**

09.00AM TO 9.30 AM	REGISTRATION	
9.30 AM TO 9.45 AM	<b>INAUGURAL</b> [Welcome of the participants and dignitaries] (9.30 am to 9.35 am) Lighting of Lamp (9.35 am to 9.37 am) Inaugural Address (9.38 am to 9.44 am) National Anthem (9.44 am to 9.45 am) Tea Break (9.45 am to 10.10 am)	
	<b>SESSIONS</b>	<b>STUDY TOPICS</b>
10.10 AM TO 11.30 PM	Session-I	<b>ICE – BREAKER</b> <ul style="list-style-type: none"> <li>• Introduction by Participants and ice breaker exercise</li> <li>• Why they want to be trainers?</li> <li>• Overview of the Programme</li> <li>• Participants should demonstrate ice breaker exercise for 5 minutes each</li> </ul>
11.30 PM TO 1.00 PM	Session - II	<ul style="list-style-type: none"> <li>• Ice Breaker exercise continues with trainer’s feed back</li> <li>• Attributes and skills of a trainer</li> <li>• Use of PPT do’s and don’ts</li> <li>• How to structure a presentation</li> <li>• Each participant will make a presentation on any one of the topics mentioned in Annexure-1 for 40 mins each. Topics will be chosen by drawing of lots. Participants will be asked to use any one of the tools (PPT/facilitation/lecture) indicated by the trainers. Trainers will be giving on the spot feedback after each presentation</li> </ul>
2.30 PM 3.45 PM	Session – III	Presentation continues
4.00 PM – 5.30 PM	Session – IV	Presentation continues

Note : Tea Breaks : 9.55 AM to 10.00 AM & 3.45 PM to 4.00 PM  
 Lunch : 1.30 PM to 2.30 PM

Day – 2

TIME	SESSIONS	STUDY TOPIC
10.00 AM TO 11.15 AM	Session -I	<ul style="list-style-type: none"><li>• Knowledge &amp; Preparation Required of a Mediator Trainer</li><li>• Challenges in Mediator Training</li><li>• Presentation continues</li></ul>
11.30 AM TO 1.00 PM	Session – II	<ul style="list-style-type: none"><li>• Presentation continues</li></ul>
2.00 PM TO 3.45 PM	Session –III	<ul style="list-style-type: none"><li>• presentation continues</li></ul>
4.00 PM to 5.30 PM	Session -IV	<ul style="list-style-type: none"><li>• Presentation continues</li></ul>

Note : Tea Breaks : 11.15 AM to 11.30 AM & 3.45 PM to 4.00 PM

Lunch : 1.30 PM to 2.30 PM

Day – 3

TIME	SESSIONS	STUDY TOPIC
10.00 AM TO 11.15 AM	Session -I	<ul style="list-style-type: none"><li>• Presentation continues</li></ul>
11.30 AM TO 1.30 PM	Session – II	<ul style="list-style-type: none"><li>• Presentation continues</li></ul>
2.30 PM TO 3.45 PM	Session –III	<ul style="list-style-type: none"><li>• Presentation Continues</li><li>• Briefing and De-briefing skills</li><li>• Role Play coaching skills</li></ul>
4.00 PM TO 5.30 PM	Session-IV	<ul style="list-style-type: none"><li>• Role Play coaching skills</li></ul>

Note : Tea Breaks : 11.15 AM to 11.30 AM & 3.45 PM to 4.00 PM  
Lunch : 1.30 PM to 2.30 PM

**Day 4**

<b>TIME</b>	<b>SESSIONS</b>	<b>STUDY TOPIC</b>
10.00 AM TO 11.15 AM	Session -I	Role play coaching skills continues
11.30 AM TO 1.30 PM	Session – II	Role Play Coaching skills continues Each participant will be asked to make a presentation on any of the topic mentioned in Annexure B for 15 minutes. The topics will be chosen by draw of lots. Participants will be asked to use any one of the tools (PPT/facilitation/lecture) indicated by the trainers. Trainers may be giving on the spot feedback for each presentation
2.30 PM TO 3.45 PM	Session –III	15 minutes Presentation continues
4.00 PM TO 5.30 PM	Session-IV	15 minutes Presentation continues

**Note : Tea Breaks : 11.15 AM to 11.30 AM & 3.45 PM to 4.00 PM**  
**Lunch : 1.30 PM to 2.30 PM**

**Day 5**

<b>TIME</b>	<b>SESSIONS</b>	<b>STUDY TOPIC</b>
10.00 AM TO 11.15 AM	Session -I	<ul style="list-style-type: none"><li>• 15 min. presentation continued</li></ul>
11.30 AM TO 1.30 PM	Session – II	<ul style="list-style-type: none"><li>• Discussion with all participants and general feedback between trainers and participants in plenary session</li><li>• Individual feedback with each participant in private session</li></ul>
2.30 PM TO 3.45 PM	Session –III	<ul style="list-style-type: none"><li>• Individual feedback with each participant in private session</li></ul>
3.45 PM TO 5.30 PM	Session-IV	<ul style="list-style-type: none"><li>• Private session continues</li><li>• Valedictory session</li></ul>

**Note : Tea Break : 11.15 AM to 11.30 AM**  
**Lunch : 1.30 PM to 2.30 PM**

**Annexure 'A'**

<b>Sl No.</b>	<b>Topics</b>
1.	<b>Learning &amp; Training</b> a. Learning b. Principles of Learning c. Adult Learning d. Training e. Mediation Training
2.	<b>Conflict Management and Resolution</b> a. Perception b. Conflict Definition, Causes c. Management & Resolution
3.	<b>ADR</b> : Relevance with special reference to Section 89, Code of Civil Procedure, 1908 Types of ADR
4.	<b>Mediation:</b> Definition Components Difference between mediation and judicial process Difference between Mediation and Arbitration Difference between Mediation and Lok Adalat Difference between Mediation and Panchayat Benefits of Mediation Role of Mediators
5.	<b>Mediation : Process</b> <b>Single Session</b>
6.	<b>Joint Session</b>
7.	<b>Single Session</b>
8.	<b>Closing Session</b>

9.	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>a. Definition and Process</li> <li>b. Effective and Ineffective Communication, Benefits</li> <li>c. Types of Communication</li> <li>d. Modes of Communication <ul style="list-style-type: none"> <li>i) Verbal Communication</li> <li>ii) Non-Verbal Communication</li> </ul> </li> </ul>
10.	<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>A. Active Listening <ul style="list-style-type: none"> <li>a. Paraphrasing</li> <li>b. Summarizing</li> <li>c. Neutral reframing</li> <li>d. Setting an agenda</li> </ul> </li> </ul>
11.	<p><b>Body Language</b>  <b>Questioning</b>  <b>Empathy with neutrality</b></p>
12.	<p><b>Bargaining</b></p> <ul style="list-style-type: none"> <li>a. Positional</li> <li>b. Distributive</li> <li>c. Integrative</li> <li>d. Interests based</li> </ul>
13.	<p><b>Negotiation:</b></p> <ul style="list-style-type: none"> <li>a) Definition</li> <li>b) Negotiation Styles <ul style="list-style-type: none"> <li>i) Competitive</li> <li>ii) Co-operative</li> </ul> </li> </ul>
14.	<p><b>Barriers to Negotiations</b></p> <ul style="list-style-type: none"> <li>a. Strategic</li> <li>b. Principal and agent</li> <li>c. Cognitive</li> <li>d. Reactive Devaluation</li> </ul> <p><b>Effective and ineffective Negotiator</b></p>

	<b>Role of Mediator in negotiation</b>
15.	<b>IMPASSE : Understanding and Management</b> Definition <b>CAUSES</b> a. Emotional b. Substantive c. Procedural
16.	<b>STAGES OF IMPASSE AND MEDIATOR'S REFLECTIONS &amp; MANAGEMENT AND STRATEGIES</b> 1. Assessment Strategies a. Reality Testing b. Role Reversal 2. Options Generation Strategies a. Lateral thinking b. Brainstorming
17.	<b>Role and responsibilities of a Referral Judge U/s. 89 Code of Civil Procedure, 1908</b>
18.	<b>Ethical principles for a mediator :</b>



### Annexure 'B'

Sl. No.	Topics
1	Understanding and Resolution of Conflict
2	Definition, Components and Philosophy of Mediation
3	Phases of Mediation <ul style="list-style-type: none"><li>• The Opening Statement</li><li>• The Joint Session</li><li>• The Single (Pvt) Session</li><li>• The Wrapup Session</li><li>• Writing of Settlement Agreement</li></ul>
4	Communication in Mediation & Barriers to Communication
5	Explain the Technique of Neutral Reframing, Prepare an Exercise and Demonstrate the Technique
6	Explain the Technique of Asking Effective Questions, Prepare an Exercise and demonstrate the technique
7	Use of Verbal Communication in Mediation
8	Role of Mediator – Controlling the Process
9	Important Techniques for Impasse Management
10	Role of Parties and Advocates in Mediation
11	Negotiation Process and Effective use of Bargaining phase in the Process
12	Relevance of Integrative Bargaining in Mediation
13	Role of Referral Judge U/s. 89 CPC
14	Importance of ADR in Justice Delivery System

15	Can there be Competitive and Co-operative Negotiations
16	Understanding the types of Impasse
17	Use of Non Verbal Communication in Mediation
18	Use of Positional and Interest Based Bargaining in Mediation
19	Importance of Empathy with Neutrality
20	What is fake impasse and how to identify it?
21	Important elements of Negotiation

**Note :**

1. The participants are requested to follow the curriculum of this training programme strictly and with complete dedication. Annexure 'A' & 'B' are annexed with the Training Curriculum for preparation by the participants in advance before joining the training.
2. The participants are requested to come prepared with all the topics mentioned in the Annexures. During training, they will be requested to make presentation on any one topic mentioned in Annexure 'A' and Annexure 'B'.