

**CURRICULUM FOR ADVANCE TRAINING SKILLS FOR POTENTIAL TRAINERS**

Duration: 03 Days

Day 1

<b>TIME</b>	<b>SESSIONS</b>	<b>STUDY TOPIC</b>
9.45AM TO 10.00 AM	Session-I	Overview of the programme (i) Aim (ii) Objectives (iii) Ground Rules
10 AM TO 11.15 AM	Session - II	Strengthening Teaching Skills : Sharing of Training Experience and Practices  (Every participant shall share the experience of Training programmes conducted by him/her emphasizing on the Training Techniques used during the training programmes.) (5 minutes shall be allowed to each participant) Analytical and Critical Analysis of the exercise conducted by the participants (corrective exercise)
11.15 AM TO 11.30 AM		TEA BREAK
11.30 AM TO 12.30 PM	Session – III	Revisit to Presentation Skills
12.30 PM TO 1.30 PM	Session-IV	Refining and Enhancing of Presentation Skills. (The participants shall demonstrate presentation skills as per Annexure-A followed by discussions and analysis on each presentation. Each participant shall be allowed 10 minutes)
1.30 PM TO 2.30 PM		LUNCH
2.30 PM TO 3.30 PM	Session-V	Refining and Enhancing of Presentation Skills. Demonstration of presentation skills by participants to be continued
3.30 PM TO 3.45 PM		TEA BREAK
3.45 PM TO 6.00 PM	Session- VI	Revisit to designing of Training Programme

Day – 2

<b>TIME</b>	<b>SESSIONS</b>	<b>STUDY TOPIC</b>
9.30 AM TO 11.00 AM	Session – VII	Revisit to Facilitation Skills
11.00 AM TO 11.15 AM		TEA BREAK
11.15 AM TO 12.45 PM	Session- VIII	The participants shall demonstrate facilitation skills as per Annexure-B followed by discussions and analysis on each presentation. Each participant shall be allowed 10 minutes
12.45 PM TO 1.30 PM	Session – IX	Critical appraisal of practices followed by the participants regarding Class Room Management, Faculty Development and Role of a Trainer in a Training Programme & Time Management Skills.
1.30 PM TO 2.30 PM		LUNCH
2.30 PM TO 3.15 PM	Session – X	Revisit to Coaching Skills
3.15 PM TO 3.30 PM		TEA BREAK
3.30 PM TO 5.45 PM	Session - XI	Practical Exercise with help of a Role Play followed by discussions on presentation of Coaching Skills. Each participant shall be allowed 5 minutes)

**Day – 3**

<b>TIME</b>	<b>SESSIONS</b>	<b>STUDY TOPIC</b>
<b>9.30 AM TO 11.45 AM</b>	<b>Session-XII</b>	<b>The participants shall demonstrate designing skills as per Annexure-C followed by discussions and analysis on each presentation. Each participant shall be allowed 10 minutes</b>
<b>11.45 AM TO 12 NOON</b>		<b>TEA BREAK</b>
<b>12.00 NOON TO 1 PM</b>	<b>Session – XIII</b>	<b>Critical Appraisal of Preparation of Power Point Presentations by Trainers.</b>
<b>1 PM to 2.00 PM</b>	<b>Session – XIV</b>	<b>Interaction &amp; Valediction (Joint Session)</b>
<b>2.00 PM TO 3.00 PM</b>		<b>LUNCH</b>

### Annexure 'A'

Sl. No.	Topics
1	Different Types of Bargaining in a Negotiation
2	Relevance of Logical Thinking in Mediation Process
3	Role of Apology in Mediation
4	Right of self-determination is an important component of Mediation Process
5	Relevance of understanding – non verbal communication in Mediation
6	How to check Reactive Devaluation in Mediation Process
7	Use of techniques of questioning in mediation
8	Use of Reframing techniques in mediation
9	Use of Empathy by Mediator in Mediation Process
10	Relevance and Techniques of Summarising and Reflecting in Mediation Process

**Annexure 'B'**

<b>Sl. No.</b>	<b>Topics</b>
1	Draw similarity/dissimilarity between Judicial Process and Mediation
2	Is there any difference between Mediation and Lok Adalat
3	Use of Verbal Communication in Mediation Process
4	Components of Mediation Process
5	Important Techniques to Break Impasse during Mediation
6	Causes of conflict between the parties
7	Use of Positional and Interest Based Bargaining in Mediation
8	Can there be competitive and cooperative Negotiators
9	Ways to establish neutrality by Mediator in Mediation Process
10	Role of Conciliator & Mediator in resolving disputes of the parties

<b>Annexure I. No.</b>	<b>Topics</b>
1	Refresher Course on "Techniques of Mediation" for Mediators
2	Sensitization Programme on "Referral of Cases for Referral Judges"
3	Awareness Programme on "Benefits of Mediation" for Litigants
4	Awareness Programme on "Concept of Mediation" for Law Graduates
5	Advance Course on "Techniques of Mediation" for Mediators
6	Awareness Programme on "Role and Responsibility of a Referral Judge U/s 89 CPC" for Additional District & Sessions Judges.
7	Advance Course on "Techniques to Handle Emotions in Mediation" for Mediators
8	Advance Programme on "Use of Techniques of Lateral & Logical thinking in Mediation" for Mediators
9	Awareness Programme on "Implementation of ADR Mechanism in Indian Legal System" for newly recruited Judicial Officers
10	Awareness Programme on "Concept and Benefits of Mediation" for Govt. Officials in reference to Govt. Litigation