

CURRICULUM FOR COURSE ON DEVELOPING ADVANCE TRAINING SKILLS FOR POTENTIAL TRAINERS

Duration: 3 Days

Day - 1

TIME	SESSIONS	STUDY TOPICS
9.30AM TO 10.00 AM	Session - I	Self Introduction of the participants. Overview of the programme (i) Objectives (ii) Ground Rules
10.00 AM TO 10.45 AM	Session – II	Understanding Human Psychology in Dispute Resolution
10.45 AM TO 11.15 AM	Session - III	Strengthening Teaching Skills : Sharing of Training Experience and Practices (To be continued) (Every participant shall share the experience of Training programmes conducted by him/her emphasizing on the Training Techniques used during the training programmes, the challenges faced, if any,) (5 minutes shall be allowed to each participant) Analytical and Critical Analysis of Feed back of the participants (corrective exercise)
11.15 AM TO 11.30 AM		TEA BREAK
11.30 AM TO 12.15 PM	Session – IV	Strengthening Teaching Skills : Sharing of Training Experience and Practices
12.15 PM TO 1.30 PM	Session – V	Refining and Enhancing of Presentation Skills (To be continued) (The participants shall demonstrate presentation skills as per Annexure-‘A’ followed by discussions and analysis on each presentation. Each participant shall be allowed 15 minutes)
1.30 PM TO 2.30 PM		LUNCH
2.30 PM TO 3.30 PM	Session - VI	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 5.30 PM	Session – VII	Refining and Enhancing of Presentation Skills. Demonstration of presentation skills by participants

Day - 2

TIME	SESSIONS	STUDY TOPIC
9.00 AM TO 11.00 AM	Session – I	Refining & Enhancing Facilitation Skills The participants shall demonstrate Facilitation Skills as per Anneuxre 'B' followed by discussions and analysis on each presentation. Each participant shall be allowed 10 minutes.
11.00 AM TO 11.15 AM		TEA BREAK
11.15 AM TO 11.30 AM	Session - II	Role Play – An approach to Teaching and Learning. Effective Briefing Skills Effective Debriefing Skills
11.30 AM TO 1.30 PM	Session- III	The participants shall demonstrate these skills with help of a Role Play and to give presentation on Briefing/debriefing skills followed by discussions and analysis. Each participant shall be allowed
1.30 PM TO 2.30 PM		LUNCH
2.30 PM TO 3.30 PM	Session – IV	Relevance of Group Discussions Critical appraisal of practices followed by the participants regarding Class Room Management, Faculty Development and Role of a Trainer in a Training Programme.
3.30 PM TO 3.45 PM		TEA BREAK
3.45 PM TO 5.30 PM	Session – V	Refining & Enhancing of Designing Skills
3.45 PM TO 6.00 PM	Session - IV	Refining & Enhancing of Designing Skills

Day-3

TIME	SESSIONS	STUDY TOPIC
10 AM TO 10.30 AM	Session-I	Refining & Enhancing of Coaching Skills & Practical Exercise with the help of a Role Play
10.30 AM TO 11.00 AM	Session – II	Critical Appraisal of Preparation of Power Point Presentations by Trainers
11.00 AM TO 11.15 AM		TEA BREAK
11. 15 AM TO 1.15 PM	Session – III	Demonstration of PPT prepared by participants as per Annexure 'C' followed by discussion and analysis on each presentation – each participant shall be allowed 10 minutes (To be continued)
1.15 PM TO 2.15 PM		LUNCH
2.15 PM TO 3.00 PM	Session - IV	Interactions & Valediction (Joint Session)

Annexure-'A'

Sl. No.	Topics
1	What is Negotiation and Negotiation Styles
2	Sources of Conflict and Resolutions
3	Negotiation strategies in Mediation
4	Precautions to be taken at the time of drafting of Settlement
5	Relevance of Lateral Thinking in Breaking Impasses
6	Logical Thinking, an effective technique to break impasse
7	Ethical Principles for Mediators
8	Barriers in negotiation
9	How to check Reactive devaluation in Mediation Process
10	Use of Technique of questioning in Mediation
11	Relevance of Technique of Summarising and Reflection in Mediation
12	Role of Apology in Mediation
13	Right of Self determination, an important component of mediation

Note : All the topics to be prepared by the participants.

Annexure 'B'

Sl. No.	Topics
1	Types of Bargaining used in Mediation Process
2	Types of Non-verbal Communication used in Mediation
3	Role of Parties and Advocates in Mediation
4	Difference between Mediation and Panchayat
5	Use of Positional and Interest Based Bargaining in Mediation
6	Can there be competitive and co-operative Negotiators, how do they impact negotiations in mediation
7	Difference between Sympathy and Empathy; which is appropriate to be used in mediation
8	Dispute where Mediation is Appropriate and where it is inappropriate
9	Objectives of Joint Session in Mediation Process
10	Role of Conciliator & Mediator in resolving dispute of the parties
11	Components of Mediation Process
12	Objectives of Joint Session in Mediation
13	Relevance of Single Session in Mediation

Annexure 'C'

Sl. No.	Topics
1	Design an Awareness Programme on "Importance of ADR in Justice Delivery System for Civil Judges".
2	Design a Refresher Course on "Techniques used in Mediation" for Advocate Mediators
3	Design a Sensitization Programme on "Referral of Cases in Mediation for Referral Judges
4	Design a Refresher Course on "Relevance of Confidentiality in Mediation" for Mediators
5	Design an Advance Course on "Techniques to Handle Emotions in Mediation" for Mediators
6	Design an Awareness Programme on "Role of Mediation in Conflict Resolution" for Executive Members of the Bar
7	Design Awareness Programme on use of "Mediation as effective tool to resolve disputes" for litigants/public
8	Design an Advance Programme for Mediators on "Relevance of Active Listening, an effective Communication Skill used in Mediation"
9	Design Advance Programme on "Use of Non-Verbal Communication Skills" for Advocate Mediators
10	Design Awareness Programme on "Benefits and Concepts of Mediation" for newly recruited Judicial Officers
11	Relevance of Confidentiality in Mediation
12	Importance of ADR in Justice Delivery System