

CURRICULUM OF TRAINING OF TRAINERS (TOT)

Duration: 03 Days

DAY – 1

Time	Study Topic
10.00 a.m to 10.45 a.m	INTRODUCTION EXERCISE Note : i) Introduction Exercise requires Pre-Training Preparation. ii) Every participant shall give Personal Introduction in one minute. iii) Introduction Exercise shall refer/include :- a) Name b) Professional background c) Interest in mediation d) Reason for participation in this Training Programme e) Personal Profile
10.45 a.m to 11.15 a.m	Understanding Human Psychology in Dispute Resolution
11.15 a.m to 11.30 a.m	TEA BREAK
11.30 a.m to 12.30 p.m	LEARNING ADULT LEARNING LEARNING STYLES TRAINING AND ITS RELEVANCE
12.30 p.m to 1.00 p.m	CLASS ROOM MANAGEMENT (SPECIAL EMPHASIS ON TIME MANAGEMENT) IN A TRAINING PROGRAMME
1.00 p.m to 1.30 p.m	INTRODUCTION TO FACULTY CHARACTERISTICS & ROLE OF TRAINEE IN TRAINING PROGRAMME
1.30 p.m to 2.30 p.m	LUNCH
2.30 p.m to 3.30 p.m	DESIGNING A TRAINING SESSION i) Aims and Objectives ii) Need Assessments iii) Curriculum iv) Methodology v) Duration vi) Target Group vii) Training Tools
3.30 p.m to 3.45 p.m	TEA BREAK
3.45 p.m to 4.15 p.m	HOW TO PREPARE POWER POINT PRESENTATION AND USE OF COMPUTER
4.15 p.m to 6.00 p.m	DEVELOPING PRESENTATION SKILLS – How to make effective Presentation

DAY – 2

Time	Study Topic
10.00 a.m to 11.30 a.m	Demonstration of Presentation Skills by Participants as per Annexure ‘A’ Notes : i) Pre-Training preparation is required to make Presentation. ii) Every participant shall be given maximum 10 minutes to make Presentation. iii) The name of the participants and topics of Presentation are mentioned in Annexure ‘A’.
11.30 a.m to 11.45 a.m	TEA BREAK
11.45 a.m to 1.30 p.m	Developing Facilitation Skills – Use of Facilitation Skills by Presenter in a Training Programme
1.30 p.m to 2.30 p.m	LUNCH
2.30 p.m to 3.30 p.m	Role Play – An Approach of Teaching & Learning Effective Briefing Skills Effective Debriefing Skills
3.30 p.m to 3.45 p.m	TEA BREAK
3.45 p.m to 6.00 p.m	Demonstration of Facilitation Skills by Participants as per Annexure ‘B’ Notes : i) Pre-Training preparation is required to make facilitation. ii) The name of the participant and topic of Facilitation exercise are mentioned in Annexure ‘B’. iii) Every Participant shall be given maximum 10 minutes to do Facilitation exercise.

DAY -3

Time	Study Topic
10.00 a.m to 11.30 a.m	Developing Coaching Skills – Practical Exercises
11.30 a.m to 11.45 a.m	TEA BREAK
11.45 a.m to 1.30 p.m	EXERCISES ON DESIGNING OF A TRAINING PROGRAMME. Notes : i) Exercises on Designing of a Training Programme requires Pre training preparation. ii) The name of the participants of a Group and topics of Exercise are mentioned in Annexure 'C'. iii) Every group shall be given maximum 10 minutes to make presentation on how to design a training programme.
1.30 p.m to 2.30 p.m	LUNCH
2.30 p.m to 3 p.m	Exercise on Designing of Training Programme continued
3.00 p.m to 3.45 p.m	REFLECTIVE / INTERACTIVE / CORRECTIVE SESSIONS ON BASIS OF EXPERIENCES / FEEDBACK FROM PAST TRAINING PROGRAMMES. CLOSING FOLLOWED BY TEA

ANNEXURE 'A'

Sl. No.	Name of Participant	Topics
1		Mediation- Definition and Process Joint Session – its Objective and Techniques
2		Components of Mediation Process Importance of Introduction in Mediation Process
3		Different Functional Stages of Mediation Anger Management in a Single Session
4		Relevance of Single Session in Mediation Precautions to be taken at the time of Drafting of Agreement
5		Ethical Principles for a Mediator Relevance of Active Listening in Mediation Process
6		Relevance of Lateral Thinking in Impasse Management Facilitative Role of Mediator in Mediation Process
7		Relevance of Logical Thinking (Real Testing in Mediation Process) Role of Apology in Mediation
8		Right of Self-Determination is an important component of Mediation Process Role of Mediator in a Mediation Process
9		Negotiation Strategies in Mediation Confidentiality : An important attribute to Mediation Process
10		Relevance of understanding- non verbal communication in Mediation Barriers in negotiation process
11		Benefits of Mediation Role of Lawyers in Mediation
12		Reality Check – An important Technique for Impasse Management Negotiation Strategies in Mediation
13		Understanding Verbal Communications in Mediation Whether silence an effective communication technique to be used in Mediation
14		Role of Referral Judge U/s. 89 CPC Role of Parties in Mediation

ANNEXURE 'B'

Sl. No.	Name of Participant	Topics
1		Relevance of Confidentiality in Mediation
2		Benefits of Mediation
3		Role of a Mediator in Mediation Process
4		Qualities of a good Mediator
5		Difference between Judicial Process, Mediation
6		Types of Non-Verbal Communication used in Mediation
7		Role of Lawyers in Mediation Process
8		Benefits of Introduction in Mediation Process
9		Role of Referral Judge U/s. 89 CPC
10		Precautions to be taken at the time of Referral of a Case
11		Role of Parties in Adjudication and Mediation
12		Difference between Mediation and Lok Adalat
13		Importance of ADR in Justice Delivery System
14		Types of Cases Suitable for Mediation

ANNEXURE 'C'

Sl. No.	Name of Group	Topics
1		Refresher Course on "Techniques of Mediation for Advocate Mediators"
2		Sensitization Programme on "Referral of Cases for Referral Judges"
3		Awareness Programme on "Concept of Mediation for Law Graduates"
4		Advance Course on "Techniques of Mediation for Advocate Mediators"
5		Awareness Programme regarding the Benefits of Mediation in Govt. Cases for Govt. Officials
6		Advance Programme on "Non-Verbal Communication for Advocate Mediators"