Certified Mediator and Arbitrator Program

Program Duration: 6 months

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| **Course Sequence** | **Suggested Study Schedule** |
| 1. Mediation Certificate
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| A. Justice and Alternative Dispute Resolution | Week 1 |
| B. Overview of InAccord® Conflict Analysis Model | Week 2 |
| C. Phases and Stages of the InAccord® Conflict Analysis Model | Week 3 |
| D. The Touchstone Skills Part I | Week 4 |
| E. The Touchstone Skills Part II | Week 5 |
| F. Crafting the Memorandum of Agreement | Week 6 |
| G. Special Issues in Mediation | Week 7 |
| H. Legal Processes and Ethics | Week 8 |
| 1. Applied Practice
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| A. InAccord® Conflict Analysis in Practice | Week 9 |
| B. Touchstone Skills in Practice | Week 10 |
| C. InAccord® Demo Practice | Week 11 |
| D. Facilitating InAccord® Phase Two, Stage 1 Interventions | Week 12 |
| E. Facilitating the InAccord® Caucus | Week 13 |
| F. InAccord® Phase Two, Stages 2 & 3 Interventions | Week 14 |
| G. InAccord® Phase Two, Stage 4 Interventions | Week 15 |
| H. Ethical Dilemmas and Mitigation | Week 16 |
| 1. Arbitration
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| A. Arbitration, Justice, and Ethics | Week 17 |
| B. InAccord® Conflict Analysis model for Arbitration & Phase One | Week 18 |
| C. The Preliminary Conference | Week 19 |
| D. Directing the Hearing: Part I | Week 20 |
| E. Directing the Hearing: Part II | Week 21 |
| F. Closing the Hearing | Week 22 |
| G. Rendering the Award | Week 23 |
| H. International Arbitration | Week 24 |
| **Paralegal Module 6: grammar, spelling, word usage, punctuation, and capitalization for the paralegal** | Week 25 |
| **Paralegal Module 19: interviews** | Week 25 |
| **Arbitration and mediation** | Week 26 |