

Guidelines for the Participants :-

- I. The participants are requested to come prepared with the topics mentioned in Annexures 'A' 'B' and 'C' as mentioned against their names.
- II. The participants are requested to read with Mediation Training Manual of India prepared by MCPC and to be prepared all the topics on Mediation. Training Manual is available on the Website of the Supreme Court of India.
- III. The participants are requested to strictly follow the time schedule as per curriculum. (Most Important.)
- IV. No participant shall be granted any exemption during the training programme for any reason.
- V. The Venue of Training shall be :-
Conference Hall, First Floor Tis Hazari Courts, Delhi – 110054.

(The list of group of participants shall be displayed on the day of training outside Room No. 325, Third Floor, Tis Hazari Courts.

Ms. Shalinder Kaur
Judge Incharge, Delhi Mediation Centre
Room No. 326, Tis Hazari Courts, Delhi.

**DELHI MEDIATION CENTRE
CURRICULUM OF TRAINING OF TRAINERS (TOT)**

**DURATION : 3 DAYS
(27th -29th October, 2017)**

**VENUE : Conference Hall, First Floor,
Tis Hazari Courts, Delhi**

**DAY – 1 (27.10.2017)
FRIDAY**

Co-ordinator : Ms. Shalinder Kaur, Judge Incharge, Delhi Mediation Centre, Tis Hazari Courts.

10.00 AM to 10.20 AM Sessions	Registration, Welcome and Inauguration Study Topic	Resource Persons
10.20 AM to 10.40 AM Session - I	Overview of the Programme :- i) Aims and Objective ii) Ground Rules iii) Feedback Guidelines	

10.40 AM to 11.30 AM	Session – II	<p>INTRODUCTION EXERCISE</p> <p>Note :</p> <ul style="list-style-type: none"> i) Introduction Exercise requires Pre-Training Preparation. ii) Every participant shall give Personal Introduction in one minute. iii) Introduction Exercise shall refer/include :- <ul style="list-style-type: none"> a) Name b) Professional background c) Interest in mediation d) Reason for participation in this Training Programme e) Personal Profile • Feedback by Resource Persons (Corrective Exercise) • Developing of Skill for Self Introduction
11.45 AM to 12.45 PM	Session –III	<p>CONCEPT OF TEACHING & TRAINING</p> <ul style="list-style-type: none"> i) Difference between Teaching and Training ii) Principles of Learning iii) Adult Learning iv) Learning Styles v) Training and its relevance
12.45 PM to 1.15 PM	Session- IV	Class Room Management (Special Emphasis on Time Management) in a Training Programme
2.00 PM to 3.00 PM	Session – V	Introduction to Faculty Characteristics & Role of Trainer in Training Programme
3.00 PM to 3.45 PM	Session – VI	<p>DESIGNING A TRAINING SESSION</p> <ul style="list-style-type: none"> i) Aims and Objectives ii) Need Assessments iii) Curriculum iv) Methodology v) Duration vi) Target Group vii) Training Tools
4.00 PM to 4.30 PM	Session - VII	How to Prepare Power Point Presentation and Use of Computer

4.30 PM to 6.00 PM	Session – VIII DEVELOPING PRESENTATION SKILLS i) How to make effective Presentations as a Trainer ii) Feed back of Resource Persons (Corrective Exercise) 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' (To be continued)	
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Note : Tea Breaks : 11.30 AM to 11.45 AM
: 03.45 PM to 4.00 PM
Lunch Break: 1.15 PM to 2.00 PM

ANNEXURE 'A'

Sl. No.	Name of Participant	Topics
1	Ms. J. Das (Assam)	Mediation - Definition and Process
2	Ms. Rita Das Majumdar (Assam)	Components of Mediation Process
3	Ms. Suman Sharma (Assam)	Importance of Introduction in Mediation Process
4	Ms. Kanta Martin (Chhattisgarh)	Joint Session – its Objective and Techniques
5	Mr. Dinesh Kaushik (Haryana)	Different Functional Stages of Mediation
6	Mr. R.K. Gupta (Haryana)	Relevance of Single Session in Mediation
7	Dr. Rashmi (Jharkhand)	Anger Management in a Single Session
8	Mr. Sanjay Kumar Singh (Koderma) (Jharkhand)	Precautions to be taken at the time of Drafting of Agreement
9	Mr. Dinesh Chandra Tapiyal (Madhya Pradesh)	Negotiation Strategies in Mediation
10	Mr. Mahesh Kumar Sharma (Madhya Pradesh)	Relevance of Lateral Thinking in Impasse Management
11	Mr. Prakash Chandra (Madhya Pradesh)	Ethical Principles for a Mediator
12	Mr. Ram Narayan Choudhary (Madhya Pradesh)	Relevance of Active Listening in Mediation Process
13	Ms. Amita Singh (Punjab)	Relevance of Logical Thinking (Real Testing in Mediation Process)
14	Mr. Lokesh Kumar Sharma (Rajasthan)	Role of Apology in Mediation
15	Ms. Preeti Agarwal (Rajasthan)	Right of Self-Determination is an important component of Mediation Process
16.	Mr. Manoj Jain (Supreme Court Mediation Centre)	Role of Mediator in a Mediation Process
17.	Ms. Akola Deb Roy (West Bengal)	Relevance of understanding- non verbal communication in Mediation
18	Ms. Binita Kanjilal (West Bengal)	Confidentiality: An important attribute to Mediation Process
19	Mr. Sahanwaj Ali Khan (West Bengal)	Use of Verbal Skills in Mediation

Note : The participants can be given any other topic of the choice of Resource Persons.

**DELHI MEDIATION CENTRE
CURRICULUM OF TRAINING OF TRAINERS (TOT)**

**DAY – 2(28.10.2017)
SATURDAY**

Time	Sessions	Study Topic	Resource Persons
10.00 AM to 11.15 AM	Session – I	<p>DEVELOPING PRESENTATION SKILLS (Continued)</p> <p>Feed back of Resource Persons (Corrective Exercise)</p>	
11.30 AM to 1.15 PM	Session – II	<p>DEVELOPING FACILITATION SKILLS</p> <p>i) How to develop effective Facilitation Skills</p> <p>ii) Feed back of the participants (Corrective Exercise)</p> <p>Notes :</p> <p>a) Pre-Training preparation is required to make facilitation.</p> <p>b) The name of the participant and topic of Facilitation exercise are mentioned in Annexure 'B'.</p> <p>c) Every Participant shall be given maximum 5 minutes to do Facilitation Exercise.</p>	
2.00 PM to 3.30 PM	Session – III	<p>DEVELOPING FACILITATION SKILLS (Continued)</p> <p>Feed back of Resource Persons (Corrective Exercise)</p>	
3.45 PM to 6.00 PM	Session - IV	<p>Developing Coaching Skills</p> <p>➤ Practical Exercise</p> <p style="text-align: right;">(To be continued)</p>	

Note : Tea Breaks : 11.15 AM to 11.30 AM
 : 03.30 PM to 3.45 PM
 Lunch Break: 1.15 PM to 2.00 PM

ANNEXURE 'B'

Sl. No.	Name of Participant	Topics
1	Ms. J. Das (Assam)	Relevance of Confidentiality in Mediation
2	Ms. Rita Das Majumdar (Assam)	Benefits of Mediation
3	Ms. Suman Sharma (Assam)	Role of a Mediator in Mediation Process
4	Ms. Kanta Martin (Chhattisgarh)	Qualities of a good Mediator
5	Mr. Dinesh Kaushik (Haryana)	Difference between Judicial Process, Mediation
6	Mr. R.K. Gupta (Haryana)	Types of Non-Verbal Communication used in Mediation
7	Dr. Rashmi (Jharkhand)	Role of Lawyers in Mediation Process
8	Mr. Sanjay Kumar Singh (Koderma) (Jharkhand)	Benefits of Introduction in Mediation Process
9	Mr. Dinesh Chandra Tapliyal (Madhya Pradesh)	Role of Referral Judge U/s. 89 CPC
10	Mr. Mahesh Kumar Sharma (Madhya Pradesh)	Precautions to be taken at the time of Referral of a Case
11	Mr. Prakash Chandra (Madhya Pradesh)	Role of Parties in Adjudication and Mediation
12	Mr. Ram Narayan Choudhary (Madhya Pradesh)	Difference between Mediation and Lok Adalat
13	Ms. Amita Singh (Punjab)	Importance of ADR in Justice Delivery System
14	Mr. Lokesh Kumar Sharma (Rajasthan)	Types of Cases Suitable for Mediation
15	Ms. Preeti Agarwal (Rajasthan)	Types of Cases Not Suitable for Mediation
16	Mr. Manoj Jain (Supreme Court Mediation Centre)	Difference between Lateral and Logical Thinking
17	Ms. Akola Deb Roy (West Bengal)	Right of Self determination of parties in Mediation Process
18	Ms. Binita Kanjilal (West Bengal)	Relevance of introduction in Mediation Process
19	Mr. Sahanwaj Ali Khan (West Bengal)	Use of Techniques and Brainstorming in Mediation

Note : The participants can be given any other topic of the choice of Resource Persons.

ANNEXURE 'C'

Sl. No.	Name of Group	Topics
1	Ms. Rita Das Majumdar (Assam) Ms. Suman Sharma (Assam)	Refresher Course on "Techniques of Mediation for Advocate Mediators"
2	Ms. J. Das (Assam) Ms. Kanta Martin (Chhattisgarh)	Awareness Programme on "Benefits of Mediation for Advocates"
3	Mr. Dinesh Kaushik (Haryana) Mr. R.K. Gupta (Haryana)	Awareness Programme on "Concept of Mediation for Law Graduates"
4	Dr. Rashmi (Jharkhand) Mr. Sanjay Kumar Singh (Koderma) (Jharkhand)	Advance Course on "Techniques of Mediation for Advocate Mediators."
5	Mr. Dinesh Chandra Tapliyal (Madhya Pradesh) Mr. Mahesh Kumar Sharma (Madhya Pradesh)	Awareness Programme regarding Role of Lawyers in Mediation for Senior Advocates of the District Bar
6	Mr. Ram Narayan Choudhary (Madhya Pradesh) Mr. Prakash Chandra (Madhya Pradesh)	Awareness Programme regarding the Benefit of Mediation in Govt. cases for Govt. Officials
7	Ms. Preeti Agarwal (Rajasthan) Mr. Lokesh Kumar Sharma (Rajasthan)	Awareness Programme on Role and Responsibility of a Referral Judge U/s. 89 CPC for Addl. District & Sessions Judges
8	Ms. Amita Singh (Punjab) Mr. Manoj Jain (Delhi)	Advance Programme on "Non-Verbal Communication for Advocate Mediators"
9	Mr. Sahanwaj Ali Khan (West Bengal) Ms. Akola Deb Roy (West Bengal) Ms. Binita Kanjilal (West Bengal)	Sensitization Programme on "Referral of Cases for Judicial Officers"