

Fundamentals of Mediation - Day Three Outline

Subject Area	Actual Time Allotted	Running Time	Compliance to the Supreme Court Requirements	Correlation to the text book: <i>The Mediator's Handbook</i>
I. Stage Four: Writing Agreement & Closing A. Use common language B. Write with clarity C. Agreement should represent balance D. Terms & conditions must be realistic E. Disclaimer F. Signature block	45 minutes	8:00-8:45 AM	Agreement Writing	pp 71-77
II. Unauthorized Practice of Law A. Review UPL Guidelines Document (these guidelines are sent to the participant upon registration)	30 minutes	8:45-9:15 AM	Agreement Writing and UPL	
Break	15 minutes	9:15-9:30 AM		
III. Agreement Writing Exercise – Each participant will take their notes from the full mediation exercise of day two and write an agreement to be reviewed by the other participants.	45 minutes	9:30-10:15 AM	Agreement Writing	
IV. Ethics A. Assessing the appropriateness of mediation B. Explain role of mediator (neutral & impartial) C. Inform parties of “4 Legals” D. Preserve self-determination E. Provide professional information NOT advice F. Mediator must have competence in the area of dispute G. Mediator “misconduct” H. Etc, review current Standard of Ethics	60 minutes	10:15-11:15 AM	Ethics: The most current Standards of Ethics document will be distributed & reviewed	
V. MEDIATION PROCESS: Ethics Exercise	60 minutes	11:15-12:15 PM	Ethics	

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VI.	Conclusion of course: questions/evaluations/certificates	15 minutes	12:15-12:30 PM		
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