



Hong Kong Mediation and Arbitration Centre

Preparatory Workshop for the Mediator Qualifying Examination

To strengthen your examination techniques, refresh your mediation practical knowledge and enhance your soft skills towards Mediator Qualifying Examination (“MQE”), the Preparatory Workshop (“the Workshop”) is now open for application.

Throughout the Workshop, you will practice mediation by role-plays in small group with simulated cases. Our trainers, who will be practicing Accredited General Mediators / Accredited Family Mediators of HKMAAC, will provide guidance and deliver examination techniques so as to help students get ready for the MQE.

Tailor your own Workshop

Depending on your needs and preferences, you may have the flexibility to select the training date, your preferred trainer, and may propose the training venue for your Workshop.

Who can apply?

Students who have completed the 40-hour General Mediation training programme, 64-hour Family Mediation training programme or 100-hour Alternative Dispute Resolutions (Mediation) programme of HKMAAC are all eligible to apply for the Workshop.

How to apply?

Download the application form as attached in this email or from www.hkmaac.org.

Submit the completed application form together with the payment to HKMAAC by e-mail or post.

Act Now!

Students who want to refresh their mediation knowledge and/or have preparation for the MQE are all welcome to apply for the Workshop. For more details, please contact us at 3796 3366 or via email at training@hkmaac.org.

Workshop Details

Date	<ol style="list-style-type: none"> 1. Application form must be submitted to HKMAAC <u>not less than 30 working days</u> prior to the requested date of the Workshop. 2. Workshops can be arranged on weekdays, subject to the availability of trainers and venues.
Time	<p>One day (8-hour) Workshop:</p> <p>Simulated Mediation (Case 1): 9:00 a.m. – 11:00 a.m.</p> <p>Simulated Mediation (Case 2): 11:00 a.m. – 1:00 p.m.</p> <p>Lunch break: 1:00 p.m. – 2:00 p.m.</p> <p>Simulated Mediation (Case 3): 2:00 p.m. – 4:00 p.m.</p> <p>Simulated Mediation (Case 4): 4:00 p.m. – 6:00 p.m.</p>
Tuition Fee	<ol style="list-style-type: none"> 1. HKD6,000 for the one day (8-hour) Workshop with a group of maximum 4 applicants excluded venue fee. 2. Tuition fee <u>includes</u> one day (8-hour) Workshop and 4 simulated mediation case materials. 3. The venue fee is HKD2,000 per day. (optional)
Venue	<ol style="list-style-type: none"> 1. Venue can be proposed by applicants or arranged by HKMAAC. 2. Applicants can attend the Workshop at their self-arranged venue (subject to HKMAAC's prior approval).
Trainer	<ol style="list-style-type: none"> 1. Trainer can be proposed by applicants or appointed by HKMAAC. All trainers will be practicing Accredited General Mediators / Accredited Family Mediators of HKMAAC. 2. Only 1 trainer will be appointed for each one-day (8-hour) Workshop. 3. Applicants can propose any preferred trainer for the Workshop (subject to HKMAAC's final approval) and trainer's availability. 4. For applicants who do not propose any trainer, suitable trainer will be appointed by HKMAAC.

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