



TRAINING CALENDAR

Note: The training scheduled below is ONLY available for CJC accredited mediators

***Skills Update 2006/2008 version**

May 2008

Date	Course	Venue	Times	Trainer
Fri 2 nd	Pre-Mediation	ADB Conference Room 2, Level 4, 175 Castlereagh Street Sydney	9.30am - 4.30pm	Robyn Claremont
Sat 3 rd	Facilitation	ADB Conference Room 2, Level 4, 175 Castlereagh Street Sydney	9.30am - 4.30pm	Robyn Claremont
Sat 10 th	*Skills Update	ADB Conference Room 2, Level 4, 175 Castlereagh Street Sydney	9.30am - 4.30pm	Robyn Claremont
Thur 8 th	Pre-Mediation	Nowra Family Day Care 4/80 Park Road Nowra	9.30am - 4.30pm	Sue Waterhouse
Fri 9 th	Facilitation	Nowra Family Day Care 4/80 Park Road Nowra	9.30am - 4.30pm	Sue Waterhouse
Sat 10 th	*Skills Update	Nowra Family Day Care 4/80 Park Road Nowra	9.30am - 4.30pm	Sue Waterhouse
Sat 17 th	*Skills Update	Bankstown CJC Training Room Bankstown Court House Level 1, 363 Chapel Road Bankstown	9.30am - 4.30pm	Micheline Dewdney
Thur 22 nd	Pre-Mediation	Dame Joan Sutherland Performing Arts Centre 597 High Street Penrith	9.30am - 4.30pm	Joseph Bufalo
Fri 23 rd	Facilitation	Dame Joan Sutherland Performing Arts Centre 597 High Street Penrith	9.30am - 4.30pm	Robyn Claremont
Sat 24 th	*Skills Update	Dame Joan Sutherland Performing Arts Centre 597 High Street Penrith	9.30am - 4.30pm	Joseph Bufalo



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June 2008

Date	Course	Venue	Times	Trainer
Thurs 12 th	Pre-Mediation	West's Diggers Kable Avenue Tamworth	9.30am - 4.30pm	Lynnette Rolls
Fri 13 th	Facilitation	West's Diggers Kable Avenue Tamworth	9.30am - 4.30pm	Lynnette Rolls
Sat 14 th	*Skills Update	West's Diggers Kable Avenue Tamworth	9.30am - 4.30pm	Lynnette Rolls
Thur 26 th	Pre-Mediation	Coffs Harbour Local Court 2 Moonee Street Coffs Harbour	9.30am - 4.30pm	Cathy Kelly
Fri 27 th	Facilitation	Coffs Harbour Local Court 2 Moonee Street Coffs Harbour	9.30am - 4.30pm	Cathy Kelly
Sat 28 th	*Skills Update	Coffs Community Centre 22 Earl Street Coffs Harbour	9.30am - 4.30pm	Cathy Kelly

Course Overviews

Skills Update

In the framework of a mediation situation, a variety of hands-on exercises are used to consider how to draw out the best of each part of the CJC process. Participants will share and practice techniques in the context of the mediation process.

The focus will be on ethical issues confronted during the mediation process. Mediators are asked to bring along their own thoughts on ethical dilemmas that have presented themselves at mediation sessions or alternatively, ethical

dilemmas that may potentially present. The skills updates will also be an opportunity to reinforce and evaluate learning from previous training sessions and how to implement knowledge obtained from training in dealing with parties and the mediation session.

Attendance at the Skills Update every two years is an essential part of the Accreditation process.



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Pre-Mediation

This whole day course focuses on how to assess disputant's suitability for mediation or any conflict management process. The course provides information about how to prepare the parties so they get the most out of the subsequent mediation or conflict management process (or from any other option they choose to attempt to resolve the dispute).

This is a whole day, assessable course and is a pre-requisite to the facilitation course.

Facilitation

This is a new course introduced this year which covers facilitation of formal and informal meetings in various organisational and conflict management environments. This course covers various techniques and information involving group dynamics. This course is a co-requisite for conflict management training.

Assessment Method

An assessment method is a way of collecting evidence that will demonstrate competency. Below is a table, which lists a number of assessment methods.

Assessment Method	Description	Examples
Observation	Observing the candidate performing work requirements or a specific task.	<ul style="list-style-type: none">Observing a product madeObserving a workplace procedure
Written tests	Use a range of different question types. Candidate may be required to attend exam room or complete a take home exam	<ul style="list-style-type: none">Short answerEssaysMultiple choiceSentence completion
Oral tests/questioning	Assesses the candidate's ability to listen, interpret and communicate ideas about information	<ul style="list-style-type: none">Series of open or closed questions
Simulation/role-play/case study	A situation is created which imitates workplace arrangements	<ul style="list-style-type: none">Flight simulatorRole-play interaction with customer
Portfolio	The candidate presents a variety of evidence which addresses performance criteria	<ul style="list-style-type: none">Providing qualifications, job descriptions, third party reports and work samples



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TRAINERS BIOS's

Robyn Claremont

Robyn has a Bachelor of Arts and has been an accredited mediator with CJC since 1985 and is President of the Australian Dispute Resolution Association.

She has been a CJC co-ordinator, Research and Training Co-ordinator with the CJC, consultant for dispute resolution program and training design with NSW Department of Education and Training, a lecturer of Masters in Dispute Resolution/Master of Laws Program with University of Technology and is a partner in Workplace Wordsmiths, a conflict management consultancy.

She developed a policy, procedures, model and training program for victim/offender conferencing in NSW. After the pilot legislation was passed and the program developed by CJC was integrated into the permanent program currently administered by the NSW Juvenile Justice Department.

She has developed and ran a peer mediation training module for long term violent offenders, implemented a program to provide pre-release mediation for prison inmates and their families, co-developed with the NSW Department of Education & Training a peer mediation program for NSW secondary schools as part of their Anti-Violence Initiative.

She has developed Training Packages for various mediation processes and practices and is a published author on various Dispute Resolution topics.

Sue Waterhouse

Sue has a Bachelor of Arts Degree in English Literature, History and Psychology, a Certificate in Small Business Operation, a Certificate IV in Assessment and Workplace Training and a Certificate IV in Community Mediation (Family Law Strand).

She has been with the CJC since 1994 as a mediator, pre-mediator, mentor, conflict manager and has mediated large disputes. She has successfully completed the Train the Trainer course with the CJC in 2002 and has delivered Skills Update training in Newcastle and Wollongong. She has also participated in the pilot initiatives in relation to Juvenile Justice, the Residency Tribunal, Civil Claims and Family Law. Sue has also given presentations promoting the CJC to the Department of Housing and other organisations who refer to CJC.

Cathy Kelly

Cathy is a Registered Nurse, Rehabilitation Counsellor and Accredited Mediator with the NSW Attorney General's Department and has a Graduate Diploma in Further Education and Training.

Cathy has been with the CJC since 2000 as a mediator, pre-mediator and conflict manager.



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Cathy is currently working as a Rehabilitation Counsellor with the Commonwealth Rehabilitation Service, Coffs Harbour 3 days per week. Her role with CRS is to assist people with an injury or a disability identify work options, which are suited to their medical condition and then help the client move toward useful and sustainable employment.

Lynette Rolls

Lynette has an A Diploma in Adult Education, a P Graduate Diploma and has taught Cert IV in workplace Training & Assessment. She has been a CJC mediator since 2000 and has participated in solo mediations, large disputes, neighbourhood and family disputes as well as civil claims and workplace disputes. She has worked in Legal Aid Family Law as a Conference Convenor.

Lynette teaches adult students about workplace training and living skills. The course is aimed at a diverse range of people who have English as a second language and whose culture is different to others. She has trained mediators in Skills Updates, Civil Claims, Pre-Mediation and enjoys working for the CJC.

Joseph Bufalo

Joseph has a Diploma of Teaching from the Australian Catholic University as well as a Certificate of Registration as a Teacher in New Zealand and Papua New Guinea. He also has a Basic Unit of CPE from Urban Ministry Movement, Sydney and an Ankali Training Completion Certificate to work as an Emotional Support Volunteer for people living with HIV/AIDs. He also holds a Diploma of Religious Education from the Catholic Institute of WA and a Graduate Diploma of Arts in Religious Studies from Edith Cowan University.

Jospeh has attended lectures in chaplaincy Studies in Dublin, Ireland at Mater Dei Institute of Education where the following courses were completed: - Chaplaincy Skills, Counselling Skills, Moral Theology, Adolescent Psychology and Personal Development which was supplemented with a school placement at a Jesuit High School. He has a Graduate Diploma of Social Science and completed the Ministry Education Program conducted by the Catholic Pastoral Formation Centre. He has trained La Sallian Volunteers, trained staff of Ankali, has trained adults to deal with youth issues through a police initiative for "At Risk" youth, Taranaki Catholic Deanery, St Josephs Parish Ministry, Scripture Union in Schools, Taranki representative on Bishops work party on Youth Ministry.



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Micheline Dewdney

Micheline has a B.A Dip in Social Studies and a Diploma of Criminology from Melbourne University. Micheline has a M.A (Hons) from the UNSW and a Dip in Law.

Micheline has been in the ADR field for over 25 years. She has extensive experience as a mediator, facilitator and conciliator. Micheline works for a number of panels as well as in private practice including the CJsCs, the Legal Aid Commission, the Health Conciliation Registry, LEADR, the Law Society of NSW and the NSW Department of Commerce.

Micheline has extensive training experience, she has conducted training of mediators and conciliators as a course designer, trainer, coach and assessor in basic and advanced courses in mediation, conciliation and conflict resolution for a wide range of government and non-government organisations including universities.

Micheline is a published author and co-author of a number of dispute resolution publications.

To register your interest in attending a training sessions named above, please contact Jane Vinton on 8688 7242 or by email at jane_vinton@agd.nsw.gov.au