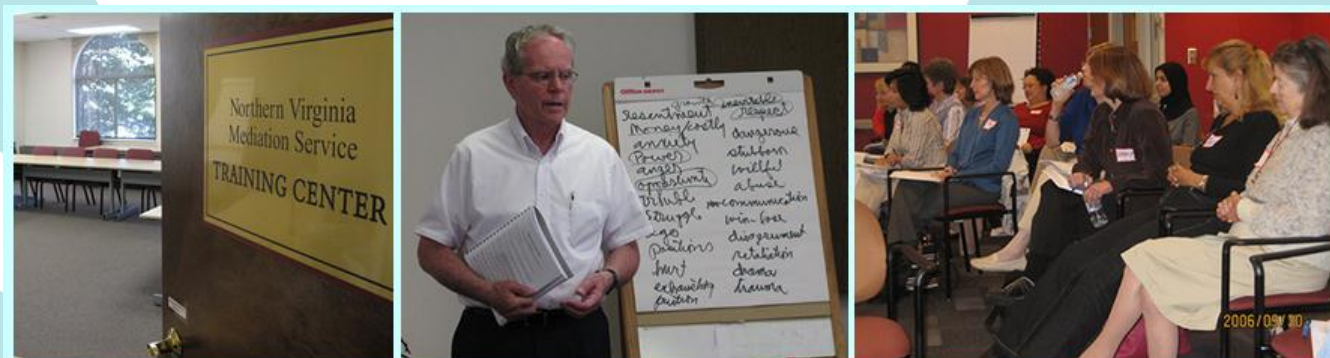


2012 Training Workshops & Certificates



Northern Virginia Mediation Service

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Getting Started

Careers in Mediation

Panel Presenters

There is no single or simple path to becoming a mediator. Careers often combine mediation practice, training, and program design in the arenas of government agencies, courts, nonprofits, schools, and private practices. Many of those with successful careers in mediation and conflict resolution have applied a variety of strategies to get there. In this lively and interactive program, a panel of conflict resolution professionals will share their own career paths and give their candid recommendations for success. Participants will have ample opportunities to ask questions. Those considering a career in the conflict resolution field have found this to be an invaluable discussion.

Course Fee: FREE

7:00pm – 9:00pm

2012: January 19 / June 12 / October 2

Presented by an invited panel of experienced mediators with knowledge of developing independent practices and finding employment in the conflict resolution world.

Alternative Dispute Resolution: Beyond Mediation

Jim Pope, JD

Alternative Dispute Resolution (ADR) is fast becoming a standard resource for lawyers, courts, government agencies, and corporations. This workshop outlines the nature of conflict and general strategies for dealing with conflict. It provides an up-to-date look at ADR methods, applications, sources of information, and how to use and participate effectively in ADR. This workshop can assist those considering pursuit of in-depth training in mediation skills and NVMS certificate programs.

Course Fee: \$265 or \$215 with 10 day early registration

8:30am – 12:45pm

2012: March 16 / July 20

CME: 4 hrs. General

MCLE: 3.5

Monday Night Forum

Varied Panelists

MNF is a monthly in-service training program delivered by mediators for mediators. Advanced practice topics provide both learning and a great place to network with others. Topics include mediation practices, ethics, theory, and collaborative processes, and are held on the 4th Monday evening of most months. Most of these sessions qualify for Virginia mediator recertification credit. One or two information sessions are offered free of charge each year. Check our web site for session topics and to register.

Course Fee: \$35 for general public and \$25 for NVMS mediator roster members

7:00pm - 9:00pm (7:00pm – 7:30pm networking opportunity)

2012: January 23 / February 27 / March 26 / April 23/ June 25/ July 23/ September 24/ October 22/ November 26

CME: Selected Monday Night Forums may be certified. Call NVMS for information.

Core Mediation Skills

Mediation Skills and Process

Ervin Mast, MS, LCSW and Susan Shearouse, MS

(Fulfills the 20 hour basic mediation skills requirement for GDC and CCC certifications)

This interactive course teaches practical and effective mediation skills applicable in many arenas. It is a great workshop for anyone interested in conflict resolution and provides the foundation for NVMS certificates and regional mediator certification programs. Participants will learn and practice key skills in conflict resolution, interest-based negotiations, reflective listening, facilitation, and structured problem-solving. This is the same successful workshop we have offered since 1992, taken by thousands of lawyers, therapists, federal, state and local government employees, judges, human resource professionals, teachers and others. The instructors are engaging practitioners with over 35 years of combined experience.

Course Fee: \$795 or \$745 with 10 day early registration

8:30am - 5:30pm

2012: February 13-15 / April 16-18 / June 5-7 / July 9-11 / August 28-30 / November 7-9

CME: 20 hrs. General

MCLE: 19.5(.5)

Pre-approved HRCI/SHRM: 18 hrs. General

Mediation Practicum: Federal and Commercial Role Play *Susan Shearouse, MS*

(Fulfills the observation requirement for GDC and CCC certifications)

This workshop provides all who mediate workplace and commercial matters with the opportunity to observe and debrief simulated mediations. Participants will also reinforce their mediation skills by practicing a variety of scenarios. It is approved for the General District Court and Circuit Court mediator certification requirement in Virginia for the observation of two cases. The emphasis of these role plays is on typical federal workplace and commercial/civil litigation cases. *(Prerequisite: Mediation Skills and Process)*

Course Fee: \$595 or \$545 with 10 day early registration

8:30am - 5:30pm

2012: February 16-17 / July 17-18 / November 15-16

CME: 16 hrs. General

Orientation to the Virginia Judicial System

Samuel Jackson, JD

This course is essential for mediators who practice in Virginia, as it gives an overview of the Virginia judicial system and court-referred mediation programs. Topics include the structure of the civil and criminal court systems, the nature of due process, the role of court personnel, and consideration of mediation as an appropriate ADR process. Interactive exercises engage participants and reinforce the material.

Course Fee: \$265 or \$215 with 10 day early registration

8:30am - 12:45pm

2012: April 24 / October 25

CME: 4 hrs. General

MCLE: 3.5

Developing Reflective Practice

Johannes Botes, PhD

This workshop explores the foundational concepts that mediators need to reflect upon in their practice – the terms, tools, concepts, and ideologies used in third party interventions. Participants will explore and evaluate their active knowledge and “theory” of the mediation process, their strengths and weaknesses as practitioners, and develop ways to revitalize their commitment to mediation practice. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$595 or \$545 with 10 day early registration

8:30am - 5:30pm

2012: June 21-22/ November 2-3

CME: 8 hrs. General

Preparing Memoranda and Agreements

Kathey Foskett, MS and Sam Jackson, JD

One of the last acts in a successful mediation is the drafting of an agreement or memorandum of understanding. No matter how informal the mediation, a written document helps parties develop a shared meaning and reality-test the terms of their agreement. This workshop will develop participants’ skills in preparing documents for parties, counsel and court. It includes practical tips, hands-on practice, and a discussion of ethical and unauthorized practice of law issues. This workshop is approved for Virginia Circuit Court Civil mediator certification.

(*Prerequisite: Mediation Skills and Process*)

Course Fee: \$265 or \$215 with 10 day early registration

8:30am - 12:45pm

2012: May 25/ October 26

CME: 4 hrs. General

MCLE: 3(1)

Virginia Mediator Ethics

Jeannette Twomey, JD

Ethical standards provide an essential framework for the practice of mediation. This workshop uses scenarios and discussion to examine the Virginia Standards of Ethics and Professional Responsibility for Certified Mediators, and meets Virginia’s Mediator recertification requirements. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$185 or \$135 with 10 day early registration

7pm – 9pm

2012: June 4/ October 10

CME: 2 hrs. Ethics

MCLE: 2(2)

Family Mediation Skills

Family Mediation Skills

Kathey Foscett, MS

Mediating family matters requires the ability to help parties move forward by identifying and building common ground. This workshop looks at family systems, the mediation of divorce, separation, custody and support matters, and related laws. The instructor brings rich experiences in family mediation theory and practice, and serves as an expert resource for participants. This workshop prepares participants for the family mediation arena, where a high level of specialized expertise is expected by clients, judges, and attorneys. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$795 or \$745 with 10 day early registration

8:30am - 5:30pm

2012: October 10-12

CME: 20 hrs. Family

MCLE: 18.5(1)

Domestic Violence Assessment

Kathey Foscett, MS

This workshop examines the impact of domestic violence on the mediation process. Participants will learn how to identify a history of domestic violence, how to recognize behaviors incompatible with mediation, and how to address the repercussions of terminating or continuing in mediation. This workshop also meets Virginia J&DR certification requirements. (*Completion of Mediation Skills and Process & Family Mediation Skills is recommended.*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: October 15

CME: 8 hrs. Family

MCLE: 7

Mediating Child Support Issues

Kathey Foscett, MS

Family mediators are required to calculate the child support obligation of parents based on Virginia Child Support Guidelines. There are numerous factors that can affect the calculations and various forms to select from for doing those calculations. This workshop is designed to help mediators become comfortable with and competent using the forms while providing participants with significant practice in completing those calculations. (*Prerequisite: Mediation Skills and Process & Family Mediation Skills*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: October 16

CME: 7 hrs. Family

MCLE: 7

Resolving Economic Issues in Divorce

Jeannette Twomey, JD; Jim Pope, JD; Stan Corey, CFP

This workshop uses a step-by-step approach to understand distribution of assets and debts, retirement funds, bankruptcy, spousal support, tax issues, and related forms and agreements. Instructors include two well-known attorneys and mediators, and a nationally-published, certified financial planner. This workshop also meets the requirements for Virginia Circuit Court Family Certification. (*Prerequisite: Mediation Skills and Process & Family Mediation Skills*)

Course Fee: \$495 or \$445 with 10 day early registration

8:30pm - 5:30pm (Day 1) and 8:30am - 1:30pm (Day 2)

2012: October 19-20

CME: 12 hrs. Family

Mediating Intact Family Issues

Ervin Mast MS, LCSW

“Family mediation” usually means helping parents separate their lives and still parent well. Yet many conflicts are mediated among intact families, raising different issues and dynamics. This workshop promotes decision-making and conflict resolution within intact family relationships, including premarital, parent/teen, spousal, elder care, and extended family issues. This course is ideal for mediators, counselors, attorneys, clergy, and others, and is approved for Virginia family mediator recertification. (*Prerequisite: Mediation Skills and Process & Family Mediation Skills*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: October 22

CME: 8 hrs. Family

Family Mediation Role-Play (J&DR Court and Circuit Court Family)

Ervin Mast MS, LCSW

Participants review the family mediation process, observe demonstrations and practice several case scenarios from start to finish. These role plays provide participants with invaluable practice and feedback from seasoned mentor mediators. Day one of this training will meet the Virginia observation requirement for Juvenile and Domestic Relations Certification and day two will meet the observation requirement for Circuit Court Family Certification. (*Prerequisites: Mediation Skills and Process, Family Mediation Skills & Resolving Economic Issues in Divorce*)

Course Fee: \$595 or \$545 with 10 day early registration (\$295 for one day)

8:30am - 5:30pm

2012: October 23-24

CME: 8 hrs. Family

Elder Mediation for Today's World

Carolyn Rodis, JD, MA and Jeannette Twomey, JD

This two and a half day core training in elder mediation expands the skills of experienced mediators into a growing specialty field. A few of the training topics covered include: the aging process and its impacts on families; how elder mediation differs from other types of mediation; community resources for seniors; accommodating cognitive impairment and other limitations, recognizing elder abuse, and working with families to support decision-making around care and end-of-life plans.

(*Prerequisites: Mediation Skills and Process*)

Course Fee: \$695 or \$645 with 10 day early registration (\$295 for one day)

8:30pm - 5:30pm (Day 1 & 2) and 8:30am - 1:30pm (Day 3)

2012: May 14-16

CME: 8 hrs. General & 2 Ethics

MCLE: 18(2)

Advanced Elder Mediation: Intensive Skills Practice

Carolyn Rodis, JD, MA and Jeannette Twomey, JD

This hands-on, one day workshop reinforces and refines specific skills that are essential for mediators developing an elder mediation practice. A natural follow-up to the core training in elder mediation, the workshop focuses exclusively on intensive practice and individual feedback in realistic simulations. Participants will sharpen skills such as reflective practice, reframing, summarizing, and getting necessary parties to the table.

(Prerequisites: Mediation Skills and Process & Elder Mediation in Today's World)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: May 17

CME: 8 hrs. General OR 4.75 hrs. Family & 2 Ethics

Advanced Practice

Mediating Complex and Multiparty Civil Cases

Jim Pope, JD; D. Michael West, MS

Complex and multi-party cases introduce issues of power, structure, and dynamics that can challenge mediators. This workshop covers the skills and approaches needed to work with a combination of multiple parties, attorneys, substantive experts and complex issues. The instructors are experienced mediators of complex cases, including EEOC civil rights and other business, federal and workplace disputes. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: April 27 / September 14

CME: 8 hrs. General

MCLE: 6.5

Mediating Disability Disputes

Kathryn Shane McCarty, MPA

Disability issues often are resolved effectively through mediation. This workshop addresses the special considerations inherent in the mediation of employment disputes involving disability issues. The concepts of disability, qualified individual with a disability, essential job functions, reasonable accommodation, and undue hardship are covered. The emphasis of this training is on employment and public accommodation issues arising under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

(*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:00pm

2012: April 26 / September 20

CME: 6 hrs. General & 2 hrs. Ethics

MCLE: 7(1)

Mediating EEO and Workplace Disputes

Michael West, MS

Equal employment opportunity and workplace disputes often involve multiple interrelated grievances. Effective mediators of these disputes must understand and respond to both the explicit and implicit issues raised. This workshop is an in-depth, hands-on training about the special aspects of mediating public and private sector employment disputes. Information about discrimination, ethics, system design, and intake issues in federal and other sectors is provided in a clear and thought-provoking way. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:00pm

2012: May 4/ September 21

CME: 8 hrs. General

MCLE: 6.5

Cultural Issues in Mediation

*Alma Jadallah PhD; Julia Morelli, MA;
Adriana Salcedo and Yves-Renee Jennings*

This workshop explores culture as an important variable in mediation. Awareness of cultural factors is critical to understand and address conflict in order to avoid unintentional bias. Participants will learn techniques to address various cultural issues in mediation. This workshop includes exercises, theory, and practical strategies. The instructors have extensive experience with conflict in multicultural settings. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: February 29/ May 18/ September 19

CME: 7.5 hrs. General OR Family

MCLE: 5

Mediator Peer Consultation

Jeannette Twomey, JD; Elizabeth Bissell, JD; Jim Meditz, MA

Mediator Peer Consultation is an opportunity for small groups of mediators to gather in a private, supportive setting to explore and discuss pivotal moments in their cases and reflect on the reasons behind the choice of a particular intervention. These highly interactive, facilitated discussions help mediators expand their knowledge of mediator technique and theory and enhance reflective practice. (*Prerequisite: Mediation Skills and Process. Mediation experience recommended.*)

Course Fee: \$50

7:00pm - 9:00pm

2012: February 28/ June 28 (tentative dates, subject to change)

CME: 2 hrs. General OR Family

Mentoring New Mediators

Jeannette Twomey, JD; Jim Meditz, MA

This workshop provides instruction in the principles and techniques of working with, evaluating and giving constructive feedback to apprentice co-mediators. This workshop meets the new mentor training requirements and is required for mediators who wish to become certified mentors. (*Prerequisite: Mediation Skills and Process & mediator experience. Virginia mentor status is available only to mediators recertified in Virginia.*)

Course Fee: \$265 or \$215 with 10 day early registration

8:30am - 4:00pm

2012: November 14

CME: 4 hrs. General

Online Dispute Resolution (ODR) Skills & Resources

Dan Rainey

A wide range of easy to use and affordable technology is now available to dispute resolution professionals that can add value for parties. Participants will learn about and use a range of the latest online and offline information technology, examine the elements that distinguish dispute resolution involving technology from the traditional face-to-face environment, and use case studies and role plays to illustrate technology-assisted mediator behaviors and requirements. No prior expertise in the use of computer technology is needed! The instructors are leading proponents and users of online dispute resolution (ODR) technology. Participants are required to bring a laptop to the session. If needed, NVMS can provide computers that participants can loan. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: March 22/ September 17

Using Meditation to Enhance your Mediation Skills

Linda Lazarus, JD

Mediation is often very difficult work. Mediators are called upon to help resolve entrenched conflicts involving hostility and often violence. Remaining calm and grounded in the face of such conflict can be challenging. In this workshop, participants will learn how a regular contemplative practice helps a mediator become more present, detached, and flexible. Scientific evidence demonstrating the positive effects of meditation and other contemplative practices on the human body will be discussed. Participants will learn to meditate, and will alternate contemplative practice and meditation practice. (*Prerequisite: Mediation Skills and Process. No previous meditation experience is required.*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am-5:30pm

2012: May 11/ September 12

Cognitive Barriers to Conflict Resolution

Jeannette Twomey, JD

This workshop examines some of the classic perceptual distortions and cognitive errors that cause negotiators to make irrational choices. These are common obstacles to successful resolution of conflict and are readily apparent in mediation cases. The behavior based on these errors and distortions is automatic and seldom identified or questioned. Objectives of the workshop are to raise awareness of what is happening “inside the parties’ heads” and to explore strategies for neutralizing the effect of the powerful psychological forces behind their actions. Exercises, demonstrations, and role plays will include such topics as Selective Perception and the Ladder of Inference, Anchoring, Framing, Reactive Devaluation, and Lateral Thinking.

Course Fee: \$265 or \$215 with 10 day early registration

8:30am-12:45pm

2012: April 6/ July 16/ November 5

CME: 4 hrs. General OR Family

Best Practices in Mediation

Geetha Ravindra, JD

Whether you are a new or experienced mediator, it is important to be aware of mediation best practices and pitfalls. This session will provide in-depth analysis of The Guidelines on Mediation and the Unauthorized Practice of Law, and the Standards of Ethics for Certified Mediators in Virginia, as they relate to the appropriate role of the mediator in providing information versus advice and preparing effective mediated agreements. The areas in which mediators most often receive negative evaluations and complaints will be reviewed. Through interactive discussion and exercises, participants will gain a greater understanding of the ethical and statutory expectations of certified mediators, which will in turn support a high quality mediation practice. (*Prerequisite: Mediation Skills and Process*)

Course Fee: \$345 or \$295 with 10 day early registration

8:30am-5:30pm

2012: May 7/ September 7

CME: 6 hrs. General & 2 hrs. Ethics

MCLE: 7

Strength Deployment Inventory (SDI) for Mediators

D. Michael West, MS

The SDI (Strength Deployment Inventory) is a memorable instrument for understanding motivation and behavior, improving team effectiveness and reducing the cost of conflict, thereby improving results and relationships. The SDI is based on a learning model for effectively and accurately understanding the motives behind behavior. It helps illuminate the reasons for parties' actions – goes beyond behavior to reveal the driving motivations. When mediators recognize the unique motivation of the parties, and themselves, within the context of mediation, they greatly enhance their ability to assist the parties in communicating more effectively, handling conflict more productively and reaching resolution. Interactive exercises engage participants and reinforce the concepts. (*The fee includes the advanced self-assessment SDI tool.*)

Course Fee: \$430 or \$380 with 10 day early registration

8:30am – 5:30pm

2012: March 9/ August 6

CME: 8 hrs. General OR Family

CLE: 7.5

Advanced Mediation Skills

Jon Kaufmann, JD

This training is intended for mediators and conflict managers handling public, private and Federal workplace disputes who want to improve their dispute resolution skills. It includes short lectures, scripted scenarios, videos and exercises, and “fishbowl” role-plays. Areas of skill building include improving questioning techniques, analyzing and evaluating situations where the parties are at impasse, resolving deadlocks, and using alternate approaches for handling evaluative and distributive disputes. The trainer also will discuss how mediation skills can be employed to address workplace discord that predates the formal complaint/grievance process.

(*Prerequisite: Mediation Skills and Process or relevant mediation experience*)

Course Fee: \$595 or \$545 with 10 day early registration

8:30am-5:30pm

2012: May 22/ November 1

Performing Under Pressure: Becoming the Calm in the Midst of the Storm

Stephen Kotev

Conflict resolvers are told to “become the calm in the midst of the storm” as we enter situations most would choose to avoid. Many conflict resolution trainings provide with this advice, but leave us without practical skills on how to implement it. The exercises and theory presented will help you develop mastery over specific techniques focused on breath, posture, and vision that will dramatically improve your performance under pressure. This dynamic, experiential workshop will teach you how to overcome your fight-or-flight response in high pressure situations taking your skills to the next level and on toward mastery.

Course Fee: \$265 or \$215 with 10 day early registration

8:30am-12:45pm

2012: June 1/ October 1

Organizational and Group Practice

Organizational Problem Solving

Tracey Pilkerton Cairnie, MS

This intensive, full-day program takes a conflict analysis approach to the consultative process. This workshop is designed for conflict management practitioners who engage in the diagnosis, management, and resolution of complex organizational problems. Participants will learn a framework for assessing organizational conflict, strategies, and tools to facilitate change.

Course Fee: \$345 or \$295 with 10 day early registration

8:30am – 5:30pm

2012: March 15/ September 11

CME: 8 hrs. General

Designing Conflict Management Systems

Tracey Pilkerton Cairnie, MS

Organizations are looking for ways to introduce conflict management systems to raise employee productivity and enhance organizational performance. This workshop approaches conflict management as a system, and uses case studies to examine the issues of contracting, organizational assessment, resistance, constraints, and ethical issues. Participants will learn to...

Course Fee: \$345 or \$295 with 10 day early registration

8:30am - 5:30pm

2012: March 21/ October 3

CME: 8 hrs. General

Leadership Communication Skills: Managing People & Situations

Tracey Pilkerton Cairnie, MS

Language is the most powerful tool every leader has in their possession for managing, influencing and moving people into action. Great leaders know how to carefully frame their words in order to influence perceptions, manage meaning, rally support (both internally and externally) and spur people into action. This one-day program will help you recognize effective and ineffective communication patterns and improve your skills in framing and selecting language to better manage people and situations. You will learn five simple yet powerful speech acts that will help you minimize resistance, confusion, and conflict within your workplace. You will also learn to clearly communicate visions and priorities and gain the support you need to achieve your goals!

Course Fee: \$345 or \$295 with 10 day early registration

8:30am – 5:30pm

2012: April 12/ November 6

Facilitation and Group Consensus Building

Susan Shearouse, MS

In this core facilitation skills workshop, participants master the techniques and skills needed to professionally structure, facilitate and build consensus within meetings, conferences and multiparty decision-making groups. Effective group collaboration is a key 21st-century skill set. Learn and practice these skills from a well-known and highly effective instructor!

Course Fee: \$595 or \$545 with 10 day early registration

8:30 am – 5:30 pm

2012: March 13-14/ July 26-27

CME: 8 hrs. General

Pre-approved HRCI/SHRM: 13 hrs. General

Negotiation Skills

Susan Shearouse, MS

This two-day workshop provides a thorough training in negotiation skills. Interactive exercises and simulations allow participants to learn how people make decisions in negotiation, develop skills in persuasion, craft agreements that people will carry out, develop effective strategies for dealing with difficult negotiators, and apply this learning to attain goals. The trainer brings a wealth of experience and a thoughtful approach to the concepts and practice of negotiation.

Course Fee: \$595 or \$545 with 10 day early registration

8:30am – 5:00pm

2012: March 19-20/ September 24-25

CME: 16 hrs. General

MCLE: 13

The Exchange

D. Michael West, MA

The Exchange is a practical and interactive course teaching leaders useful conflict management skills in a pragmatic fashion. The primary objective of this one day course is to provide professionals with an understanding of vital skills and strategies for effectively managing workplace conflicts. The Exchange is a structured 4-stage process that gives you new tools for managing effective communication so that creative resolutions can be reached. It helps bring new ideas to old problems. In the Exchange training, you will learn how to ask the right questions, identify underlying interests, and de-escalate strong emotions. The hope is that these communication tools will give you and your employees, greater confidence in your ability to handle disputes successfully.

Course Fee: \$399 (registration for this course will close 10 days before the training will run)

8:30am – 5:00pm

2012: TBA

Intensive Institutes

NVMS offers intensive institutes throughout the year. During these institutes we offer a series of workshops that allow specialization in a specific area. Participants may attend all, or some of the included workshops. In order to receive the institute price, participants must register at least 10 days in advance. Registration for the 2012 workshops is open beginning October 1st, 2011.

40 Hour Basic

This intensive one week institute fulfills the 20 hours basic mediation skills and 2 observations requirements for the Virginia General District Court and Circuit Court Civil certifications. It is also recognized and fulfills the 40 hours basic mediation skills for certification in the state of Maryland. *Please note there are additional requirements needed to complete the VA Supreme Court GDC & CCC Certifications. Workshops may also be taken individually.*

Included Workshops: Mediation Skills and Process & Mediation Practicum: Federal and Commercial Role-Play

2012: February 13-17, November 7-9 & November 15-16

Institute Price: \$1,290

Organizational Development Institute

Throughout this intensive institute, participants will learn and practice problem solving skills within organizational settings. Skills may be used to improve the ability of businesses, non-profits, and local and federal government agencies to prevent and resolve harmful conflicts. Participants will learn ways to address disputes that will lead to improving job performance and satisfaction. *Please note that additional workshops are required to complete the Organizational Development and Conflict Resolution Certificate. Workshops may also be taken individually.*

Included Workshops: Facilitation & Consensus Building, Organizational Problem Solving: A solution Focused Approach, Alternative Dispute Resolution: Beyond Mediation, Negotiations Skills, Designing Conflict Management Systems, Online Dispute Resolution Skills & Resources

2012: March 13-22

Institute Price: \$2,100

Federal Mediation Institutes I & II

Topics include professional mediation skills, mediating EEO and similar workplace disputes, essentials of alternative dispute resolution, cultural and agreement drafting skills and extensive role-play practice to ensure solid skill transfer. Instructors have many years of experience in the Federal workplace including workplace mediation, system design, training and consulting. *Please note that there may be additional requirements needed in order to complete the Federal Workplace Mediation Certificates. Workshops may also be taken individually.*

Federal Mediation Institute I

Included Workshops: Mediation Skills and Process, Cognitive Barriers to Conflict Resolution, Mediation Practicum: Federal & Commercial Role-Play, Alternative Dispute Resolution: Beyond Mediation, Facilitation & Consensus Building

2012: July 9-27

Institute Price: \$2,100

Federal Mediation Institute II

Included Workshops: Mediating Complex and Multi-Party Civil Cases, Online Dispute Resolution Skills & Resources, Cultural Issues in Mediation, Mediating Disability Disputes, Mediating EEO & Workplace Disputes, Negotiations Skills

2012: September 14-25

Institute Price: \$1,950

Family Mediation Institute

This intensive family series will cover the topics you need to practice family mediation in a variety of contexts, including mediating issues in divorce as well as disputes within intact family units. This series builds upon what you learned in the basic Mediation Skills and Process workshop and will prepare participants to begin the co-mediations needed for Virginia Family Certification. *Please note that additional workshops are required to complete the NVMS Certificate in Family Mediation. Workshops may also be taken individually.*

Included Workshops: Family Mediation Skills, Domestic Violence Assessment, Resolving Economic Issues in Divorce, Mediating Child Support Issues, Family Mediation Role-Play, Mediating Intact Family Issues, Preparing Memoranda and Agreements.

2012: October 10-26

Institute Price: \$2,400

Elder Mediation Institute

Elder mediation is growing in popularity as an effective way for families and older relatives to address aging issues. Recent attention by the national news media has raised awareness of mediation as an alternative for navigating difficult decisions about independence, living arrangements, health care, financial and legal matters. Participants will tackle tough challenges frequently associated with elder mediation: ethical considerations, multi-party and in-person intake capacity and accommodation, how to handle a dominant party, emotional intensity, power imbalances, and long-standing relationship issues.

Included Workshops: Elder Mediation for Today's World, Advanced Elder Mediation: Intensive Skills Practice, Cultural Issues in Mediation

2012: May 14-18

Institute Price: \$1,150

NVMS Certificate Programs

Our specialized certificate programs support the development of subject matter expertise, establish credentials and meet career and continuing education goals. We offer four certificates: Federal Workplace Mediation, Business Conflict Management, Family Mediation, and Organizational Development and Conflict Resolution. Completion of “Mediation Skills and Process” is the prerequisite course for each certificate. Certificates are issued upon verification of full attendance at all required courses.

Federal Workplace Mediation Certificate (128 hours)

Core requirements:

- Mediation Skills and Process
- Cognitive Barriers
- Cultural Issues in Mediation
- Mediation Practicum
- Negotiation Skills
- Mediating Complex and Multi-party Civil Cases
- Mediating Disability Disputes
- Mediating EEO & Workplace Disputes
- Preparing Memoranda and Agreements

Electives (must total at least 32 hours)

- Facilitation and Consensus Building
- Developing Reflective Practice
- Advanced Mediation Skills
- Online Dispute Resolution Skills & Resources
- Strength Deployment Inventory
- Intuitive Reasoning: A Whole Brain Approach to Problem-Solving
- Alternative Dispute Resolution
- Performing Under Pressure: Becoming the Calm in the Midst of the Storm

Business Conflict Management Certificate (128 hours)

Core requirements:

- Mediation Skills and Process
- Cognitive Barriers
- Cultural Issues in Mediation
- Leadership Communication Skills: Managing People and Situations
- Negotiation Skills
- Mediating Complex and Multi-party Civil Cases
- Facilitation and Consensus Building
- Alternative Dispute Resolution
- Strength Deployment Inventory

Electives (must total at least 32 hours)

- Mediating EEO & Workplace Disputes
- Organizational Problem-Solving: A Solution Focused Approach
- Mediating Disability Disputes
- Preparing Memoranda and Agreements
- Developing Reflective Practice
- Advanced Mediation Skills
- Online Dispute Resolution Skills & Resources
- Intuitive Reasoning: A Whole Brain Approach to Problem-solving
- Performing Under Pressure: Becoming the Calm in the Midst of the Storm

Organizational Development and Conflict Resolution Certificate (128 hours)

Core requirements:

- Mediation Skills and Process
- Cognitive Barriers
- Cultural Issues in Mediation
- Facilitation and Group Consensus Building
- Negotiation Skills
- Designing Conflict Management Systems
- Organizational Problem–Solving: A Solution Focused Approach
- Alternative Dispute Resolution
- Online Dispute Resolution Skills & Resources

Electives (must total at least 32 hours)

- Advanced Facilitation Skills
- Leadership Communication Skills: Managing People and Situations
- Restorative Justice
- Strength Deployment Inventory
- Intuitive Reasoning: A Whole Brain Approach to Problem Solving
- Performing Under Pressure: Becoming the Calm in the Midst of the Storm
- Using Meditation to Enhance Mediation Skills

Family Mediation Certificate (148 hours)

Core requirements:

- Mediation Skills and Process
- Cognitive Barriers
- Cultural Issues in Mediation
- Family Mediation Skills
- Family Mediation Role Play
- Resolving Economic Issues in Divorce
- Mediating Child Support Issues
- Mediating Intact Family Disputes
- Domestic Violence Assessment
- Preparing Memoranda and Agreements

Electives (must total at least 32 hours)

- Elder Mediation Skills
- Advanced Elder Mediation
- Developing Reflective Practice
- Advanced Mediation Skills
- Strength Deployment Inventory for Mediators
- Using Meditation to Enhance Your Mediation Skills
- Online Dispute Resolution Skills & Resources
- Intuitive Reasoning: A Whole Brain Approach to Problem-solving
- Performing Under Pressure: Becoming the Calm in the Midst of the Storm

	Federal Workplace Mediation Certificate	Business Conflict Management Certificate	Organizational Development & Conflict Resolution Certificate	Family Mediation Certificate
Core	Mediation Skills & Process (24) Cognitive Barriers (4) Cultural Issues (8)			
	36 hours			
	Mediation Practicum (16 hrs) Negotiations (16) Complex & Multi-Party (8) Disability (8) EEO (8) Prep. Memoranda (4)	Leadership Communication Skills (8) Facilitation (16) Negotiations (16) Complex & Multi-Party (8) ADR (4) SDI (8)	Facilitation (16) Negotiation (16) Designing Conf. Systems (8) Org. Problem-Solving(8) ADR (4) ODR Skills & Resources (8)	Family Mediation (24) Family Role-Play (16) Economic Issues (12) Child Support (8) Mediating Intact Family (8) Domestic Violence (8) Prep. Memo (4)
	60 hours	60 hours	60 hours	116 hours
Electives	Facilitation (16) Dev. Reflective Practice (16) Adv. Mediation Skills (8) ODR Skills & Resources(8) SDI (8) Intuitive Reasoning (8) Org. Problem Solving (8) ADR (4) Performing Under Pressure (4)	Org. Problem Solving (8) Dev. Reflective Practice (16) ODR Skills & Resources (8) Mediating Disability (8) Adv. Mediation Skills (8) Intuitive Reasoning (8) Mediation Practicum (16) Mediating EEO & Wrkplc (8) Prep. Memo (4) Performing Under Pressure (4)	Adv. Mediation Skills (4) Leadership Communication Skills (8) Restorative Justice (16) SDI (8) Intuitive Reasoning (8) Meditation (8) Performing Under Pressure (4)	Elder Mediation (24) Adv. Elder Mediation (8) Dev. Reflective Practice (16) Intuitive Reasoning (8) ODR Skills & Resources (8) SDI (8) Meditation (8) Performing Under Pressure (4)
	32 hours electives	32 hours electives	32 hours electives	32 hours electives
Total Certificate Hours (Core + Electives)	128	128	128	148

Legend:

*ODR= Online Dispute Resolution Skills & Resources
 *ADR= Alternative Dispute Resolution: Beyond Mediation
 *SDI= Strength Deployment Inventory for Mediators
 *EEO= Mediating EEO and Workplace Disputes
 **Number in the paranthesis represents the number of training hours for each course

Class Registration Form

To register, please complete and print this form and FAX it to NVMS at (703) 246-8992 or MAIL with check or government purchase order to the address below.

Northern Virginia Mediation Service
4041 University Drive, Suite 101
Fairfax, VA
22030

Training Program
Phone: 703-865-7261
Fax: 703-246-8992
training@nvms.us

Registrant Information

Name:

Organization:

Address:

State/Province:

Zip/Postal Code:

Day Phone:

Email:

Eve Phone:

Payment Information

Check

Check Number

Purchase Order

(Please contact office for details)

Credit Card

Mastercard

American Express

Visa

Card Number:

Expiration Date:

Cardholder Information (if different from registrant)

Name:

Billing Address:

State/Province:

Zip/Postal Code:

Day Phone:

Would you like to join our mailing list?

How did you hear about us?
(Check all that apply)

NVMS Website

Yellow Pages

Email

Referral

Other: _____

Class	Date	Cost

Total Registration Cost:

State Mediator Certification Requirements

Virginia

The Supreme Court of Virginia requires certification of mediators to accept court-referred cases. There are four kinds of certification: General District Court, Circuit Court Civil, Juvenile and Domestic Relations Court and Circuit Court Family. Specific requirements are listed below. Please visit the website of the Virginia Supreme Court Office of Dispute Resolution Services www.courts.state.va.us/drs/main.htm or call (804) 786 -6455 for the most complete and authoritative list of requirements.

General District Court Certification

- ◆ Bachelor's Degree or equivalent relevant experience
- ◆ *Mediation Skills and Process*
- ◆ *Orientation to the Virginia Judicial System* (may be taken out-of-order)
- ◆ Observation of two cases or *Mediation Practicum* (Fulfills the observation requirement for GDC Certification)
- ◆ Co-mediation of 3 general cases totaling at least 5 hours of mediation
- ◆ Primary scrivener for at least one mediated agreement

Circuit Court Civil Certification

- ◆ Bachelor's Degree or equivalent relevant experience
- ◆ *Mediation Skills and Process*
- ◆ *Advanced civil mediation training totaling at least 20 hours & covering these topics:*
 - ◆ *Facilitation & Group Consensus Building*
 - ◆ *Mediating Complex & Multiparty Civil Cases*
 - ◆ *Preparing Memoranda & Agreements*
- ◆ *Orientation to the Virginia Judicial System* (may be taken out of order)
- ◆ Observation of two circuit civil cases or *Mediation Practicum* (fulfills the observation requirement for CCC Certification)
- ◆ Co-mediation of 5 circuit level civil cases totaling at least 10 hours mediation
- ◆ Primary scrivener for at least one mediated agreement

General District Court (GDC) Certified Mediators may “upgrade” to Circuit Court Civil Certification by:

- ◆ Taking the advanced civil mediation training described above
- ◆ Observing one circuit court civil case
- ◆ Conducting two circuit court civil co-mediations

Juvenile and Domestic Relations Certification

- ◆ Bachelor's Degree or equivalent relevant experience
- ◆ *Mediation Skills and Process*
- ◆ *Family Mediation Skills*
- ◆ *Orientation to the Virginia Judicial System* (may be taken out of order)
- ◆ *Domestic Violence Assessment* (may be taken out of order)
- ◆ Observation of two cases or *Family Mediation Role-Play*
- ◆ Co-mediation of 5 family cases totaling at least 10 hours of mediation
- ◆ Completion of at least one child support worksheet
- ◆ Primary scrivener for at least one mediated agreement

In order to co-mediate through NVMS one must complete three additional courses:

- ◆ *Mediating Intact Family Issues*
- ◆ *Mediating Child Support Issues*
- ◆ *Preparing Memoranda and Agreements*

Circuit Court Family Certification

- ◆ Bachelor's Degree or equivalent relevant experience
- ◆ *Mediation Skills and Process*
- ◆ *Family Mediation Skills*
- ◆ *Resolving Economic Issues in Divorce*
- ◆ *Orientation to the Virginia Judicial System* (may be taken out of order)
- ◆ *Domestic Violence Assessment* (may be taken out of order)
- ◆ Observation of two cases or *Family Mediation Role-Play*
- ◆ Co-mediation of 5 circuit court level family cases totaling at least 10 hours of mediation
- ◆ Completion of at least one child support worksheet
- ◆ Primary scrivener for at least one mediated agreement

JDR Certified mediators may “upgrade” to Circuit Court Family by:

- ◆ Completing training in Resolving Economic Issues in Divorce
- ◆ Observing one circuit court level case or completing the role-play course.
- ◆ Co-mediating two circuit court level cases

In order to co-mediate through NVMS you need to complete three additional courses:

- ◆ *Mediating Intact Family Issues*
- ◆ *Mediating Child Support Issues*
- ◆ *Preparing Memoranda and Agreements*

Virginia Mediator Certification Requirements Note:

Unless otherwise noted, all requirements must be completed in the order listed. The practice requirements for Virginia certification must be completed within two years of mediation training unless the Supreme Court of Virginia grants a waiver for good cause. Members of the Virginia Bar may be given a waiver for “Orientation to the Virginia Judicial System.” Contact the Department of Dispute Resolution at the Supreme Court of Virginia (804) 786-6455 for any questions about Virginia Certification or waivers.

NVMS offers opportunities to complete the GDC observations and co-mediations for GDC, J&DR Court and CCC with certified Mentor Mediators. See the GDC Level Mentee Apprenticeship Registration Form as follows. Contact our office at (703) 865-7272 to inquire about family co-mediations once the pre-requisite training is complete.

Virginia Recertification Requirements:

Must be completed every two years; recertification deadline is October 31.

General District Court (GDC) and Circuit Court Civil (CCC) Mediation:

- 8 Hours of approved general mediation training including 2 hours of ethics.
- 5 cases or 15 hours of mediation completed during the two-year period of certification.

Juvenile and Domestic Relations (J&DR) and Circuit Court Family (CCF) Mediation:

- 8 Hours of approved family mediation training including 2 hours of ethics
- 5 cases or 15 hours of mediation completed during the two-year period of certification

Maryland

The Court of Appeals sets training standards for general and custody mediators. NVMS training will meet the core requirements, but not necessarily all of the required components. For court referrals, mediators must then apply to their local court. For more information, contact the Maryland Mediation and Conflict Resolution Office (MACRO) at <http://www.courts.state.md.us/macro/index.html> or (410) 841-2260.

District of Columbia

Mediators must be accepted and trained by the Multi-Door Dispute Resolution Division of the Superior Court of the District of Columbia in order to mediate for the Superior Court. For more information, contact Multi-Door at <http://www.dccourts.gov/dccourts/superior/multi/index.jsp> or at (202) 879 0663.

GENERAL DISTRICT COURT LEVEL MENTEE APPRENTICESHIP REGISTRATION

Description of Mentee Apprenticeship: Virginia is one of only a handful of states to require a mentored apprenticeship, in addition to classroom training, in order to be certified as a court-referred mediator. During this apprenticeship, the mentee observes the stages of the mediation process (including the introduction to mediation, information sharing, the identification of issues, and the generation of options, the drafting of the agreement, and resolution or impasse) and then conducts, with the assistance of a mentor, several complete mediation sessions. Briefings, both before and after each mediation, allow the mentee to discuss the nature and handling of the case, to understand the use of special techniques, and to assess his or her performance. The mentee must also conduct the final co-mediation, with support only as needed from the mentor, and complete a settlement agreement (acting as scrivener for the parties) prior to submitting an application for mediator certification.

Certifications are granted by the Virginia Supreme Court, Office of the Executive Secretary, Dispute Resolution Services (OES-DRS). The decision to grant or deny certification is based, in large part, on the honest and detailed evaluation of mentees provided by the mentors.

The basic components of General District Court (GDC) level mediator certification are:

- 1) Completion of a OES-DRS approved 20-hour Mediation Skills basic course. Successful completion of this course is a prerequisite to case observations.
- 2) Completion of a OES-DRS approved Role Play course or two case observations of a mentor mediator. Successful completion of the Role Play course or observation sessions is a prerequisite to co-mediations. The mentor should prepare a *Verification of Observation* form for each completed observation.
- 3) Completion of at least three co-mediations with at least two different mentor mediators (a mentor may suggest, and the OES-DRS may require, additional co-mediation sessions on a case-by-case basis). The mentor should prepare a *Mentee Evaluation* form for each completed co-mediation, and the mentor and mentee should collaboratively fill out the relevant section(s) of the *Mentee Portfolio* form.
- 4) Completion of a OES-DRS approved Introduction to the Virginia Judicial System course. This course may be taken in any order relative to the other three requirements.

Although a mentee may participate in several co-mediation sessions in one day, a maximum of two co-mediations per day will count toward certification. If the mentee does not provide the current mentor with the *Mentee Portfolio* forms from prior completed co-mediations, the mentee may participate in the co-mediation as an observer only.

Mentees must keep all of the completed forms received from mentors. The OES-DRS relies on the information provided by mentors, and recommendations of mentors, in every *Verification of Observation*, *Mentee Evaluation*, and *Mentee Portfolio* form. All of the forms must be submitted (regardless of the nature of the feedback) with the mentee's application, as well as a copy of an agreement for which the mentee served as primary scrivener. The entire certification process must be completed within the 24-month period beginning at the end of the mentee's 20-hour basic training program. For more information on the mediator certification process, please see the Mentorship Guidelines on the OES-DRS website. (http://www.courts.state.va.us/drs/certification_process/mentor_info.html)

Waiting List: There is usually a waiting list for observation and co-mediation opportunities with NVMS. Mentees are typically assigned cases in the order they registered. However if a mentee refers a case to NVMS for mediation, that mentee will immediately be assigned a case regardless of his or her position on the waiting list. While it is difficult to predict how long it may take to finish the certification program, mentees should anticipate a total time of about six months to one year to complete all required observations and co-mediations. NVMS makes every effort to advance mentees through the certification program as quickly as possible without sacrificing the quality of training.

Locations: The majority of GDC cases that NVMS mediates are referred through on-site courthouse mediation programs with Loudoun, Fairfax, and Arlington counties. Mentees are primarily assigned cases on Small Claims Court days. NVMS staff takes measures to ensure that an appropriate number of mediators and mentees are scheduled for each in-court session based on the number of cases on each docket. However, NVMS cannot guarantee that mentees attending any particular court session will actually receive any cases during that session.

Scheduling: Mentees will be contacted to schedule days to attend court when their names reach the top of the waiting list and openings are available. Courts are in session according to the following schedule:

Loudoun County GDC – Mondays and Wednesdays; SCC – Tuesdays
Fairfax County GDC – Monday through Thursday; SCC – Fridays
Arlington County SCC – second, third and fourth Fridays of the month

All courts sessions begin at 9:30 am, except in Loudoun, when they begin at 8:30am. Mentors and mentees are expected to arrive at each assigned session sufficiently early to allow for parking, clearing courthouse security, and a 15 to 30 minute pre-mediation briefing and discussion.

Fees: There is a fee of \$150 for each completed case the mentee co-mediate. There is a fee of \$100 for each case observation completed. Mentees will be invoiced upon being scheduled for each observation and co-mediation. Payment may be made by check (payable to “NVMS”), VISA, American Express, MasterCard, government purchase order, or government purchase card. Checks are deposited on receipt. Credit cards are billed once per month for all cases the mentee has completed since the last billing date. Mentees are only billed for completed observations and co-mediations. Cases need not end in agreement in order to count as “completed” mediations. Please see the Mentorship Guidelines (referenced above) for more details on what counts as a “completed” mediation for certification purposes.

Re-certification: All OES-DRS certified mediators must renew their certification every two years by completing eight hours of continuing education and at least five mediated cases. NVMS has extensive training programs and classes to help mediators meet their continuing education requirements. These training programs and classes are not part of the basic mentee apprenticeship program and may carry an additional fee. **NVMS cannot guarantee mentees additional case referrals for re-certification. NVMS may be able to assign cases for re-certification on a space-available basis only.** Any case NVMS assigns for the purposes of re-certification will carry a fee of \$50 per case.

Joining the NVMS Court Mediator Roster

NVMS maintains an active roster of approximately 50 certified mediators including more than 20 mentors in order to serve the local courts. Periodically, mediators leave the NVMS court roster, making room for new mediators to join.

NVMS maintains a waiting list of Court Mediator Roster applicants and typically adds a few new mediators to the active roster one to two times a year. Contact the Court Mediation Coordinator on how to apply, if you are interested in being considered for the roster following completion of your GDC certification.

General District Court

Apprenticeship Registration Form

Date Registered ____/____/____

Name Nickname Email Address

Title and/or Occupation Organization

Billing Address

City State Zip Code

() () ()

Work Phone* Home Phone* Mobile Phone*

*Highlight preferred contact number

(circle appropriate number)

I am registering for 1 2 observations of a mentor mediator to be assigned by NVMS
I am registering for 1 2 3 co-mediations with a mentor mediator to be assigned by NVMS

Mediation Training Completed

20-hour Mediation Skills Training:

Date Taken ____/____/____ Trainer _____ Sponsoring Organization _____

Orientation to the Virginia Judicial System:

Date Taken ____/____/____ Trainer _____ Sponsoring Organization _____

Role-play:

Date Taken ____/____/____ Trainer _____ Sponsoring Organization _____

Location of Apprenticeship

(Please rank the following in order of preference: 1 = most preferred, 3 = least preferred)

____ Arlington County Court ____ Fairfax County Court ____ Loudoun County Court

Please provide the following payment information. You will be charged at the end of each month for any co-mediation cases begun in that month.

credit card type credit card number expiration date

I acknowledge that the purpose of this apprenticeship is to achieve GDC level certification as a mediator through the Virginia Supreme Court (VASC). I understand that the VASC is the certifying body and will make the final determination of whether I will be certified. Accordingly, NVMS cannot guarantee my ultimate certification. I further agree that NVMS is under no obligation to maintain or renew my certification if awarded. Completion of an apprenticeship does not automatically result in my name being placed on a list or roster to receive referrals from NVMS. Either I or NVMS may end the mentored apprenticeship prior to its completion for any reason.

SIGNATURE

DATE

Please keep a copy of this registration form for your own records. All questions can be directed to the Court Mediation Coordinator at (703) 865-7272 or civilmediation@nvms.us. Please submit this form via fax to (703) 246-8992 or mail to NVMS, 4041 University Drive Suite 101, Fairfax, VA 22030.



www.nvms.us
703-865-7261
training@nvms.us

Training Policies

Early Registration

All workshops benefit from an “early-discount rate”. The early registration discount of \$50 is applicable when NVMS receives your payment information and registration at least 10 days before class. Government Purchase Orders that require NVMS to invoice the agency are not eligible for the early discount rate.

Payment Policies

NVMS accepts payment in the following forms:

- Cash
- Check
 - All checks must be made out to “NVMS”.
 - Checks will be deposited on receipt, unless otherwise arranged.
- Credit card
 - Visa, MasterCard or American Express
 - Credit card charges will be processed the Friday after the training concludes.
- Purchase order
 - Government employees may register with a purchase order.
 - Purchase orders are billed full tuition rate (no early registration discount).

Registration for an entire certificate program is available; however payment will be processed on a class by class basis.

Payment for Institutes is expected, in full, upon registration. Exceptions may be made on a case by case scenario (please contact the office at 703-865-7261).

Re-scheduling

You may re-schedule your registration no less than 10 days in advance without penalty. If you re-schedule less than 10 days in advance, a \$25 administrative fee will apply.

Cancellation

- By NVMS
 - NVMS may cancel classes for insufficient registration or inclement weather and will issue you a full refund if payment has been made.
- By Participant
 - To cancel your registration without penalty, you must notify NVMS (703-864-7261 or training@nvms.us) no later than 10 days before the workshop is due to take place.
 - If you cancel your registration less than 10 days prior to the training, a cancellation fee which will amount to 25% of the regular tuition price will apply:
 - 2 hour training = \$35
 - ½ day training = \$50
 - 1 day training = \$75
 - 1 ½ day training = \$110
 - 2 day training = \$135
 - 2 ½ day training = \$160
 - 3 day training = \$185
- Registrants who fail to cancel or attend a workshop (“No-Shows”) will be charged the full amount of the workshop.

Refund Policy

NVMS will refund the payment for a cancelled training or cancelled registration within 7-10 business days from the date the cancelation was made. At request, NVMS will instead issue a credit that the participant can use towards future NVMS training. Any outstanding credit not used within 6 months will be refunded.

Student Rates

Student discounts are available with proof of full time enrollment in a college or university.

Location

Most of our classes will be held at our Fairfax Training Center at 4041 University Drive, Suite 101, Fairfax, Virginia. You will be notified if classes are to be held at alternate locations.

Class Attendance

Prompt arrival and participation throughout the full workshop is expected and supports the quality of the workshops. Please note that late arrival and/or early departure from any workshop may impact issuance of a certificate of completion and require a make-up of the workshop at a later date if possible.

Class Size, Breaks & Snacks

We limit class size to support class interaction, maximize skill development, and provide all participants an opportunity to get the most value from the training. Typical class sizes are 10 to 18 participants. Most of our training courses are interactive and requires your concentration and energy. We support this level of participation with light snacks, hot and cold beverages, spring water, and periodic breaks. All full-day courses include a one hour lunch break.

Request Additional Training Forms

Please contact the training program manager at 703. 865.726,1 if you misplaced a Certificate of Completion. NVMS is happy to re-issue the missing form for a fee of \$10/document.

Directions to the NVMS Training Center

4041 University Drive, 1st Floor, Suite 101
Fairfax, Virginia 22030

The NVMS Training Center is located at the intersection of University Drive and South Street in the Old Town section of the City of Fairfax.

Please call our Training Line (703) 865-7261 or our Fairfax Office (703) 865-7272, if you need any help finding us.

Directions from the Points North, East or West

Take Interstate 66 or Route 50 toward Fairfax City (west from the Capital Beltway I-495 or east from outlying suburbs in Prince William or Loudoun Counties). Go South on Route 123, Chain Bridge Road.

Before 4pm and after 7pm: Proceed about 1.5 miles to the traffic light at Main Street, Route 236. Turn LEFT onto Main Street. Proceed to first light and turn RIGHT onto University Drive.

Between 4pm and after 7pm: Proceed about 1.5 miles to the traffic light at North Drive. Turn RIGHT onto North Drive, but stay in your left lane. At next light, turn LEFT onto Main Street, Route 236. Go to the second light and turn RIGHT onto University Drive.

After turning Right onto University Drive (All)

Go through the next light (Sager Avenue) and then turn LEFT at the next opportunity onto South Street. Turn RIGHT into the (free) parking lot, behind the 5-story brick building. Rush hour traffic in the greater Washington area can be unpredictable. Please allow enough time to travel.

Directions from Points South or Southeast

Turn on to Route 123 - North, Ox Road, from either I-95 in Prince William County or from the Fairfax County Parkway in Fairfax County and proceed to Armstrong Street. Turn RIGHT onto Armstrong Street and proceed to next light. Turn LEFT onto University Drive. Proceed to South Street (the first street after the fire station). Turn RIGHT on South Street and then turn right into the parking lot behind the building.

Parking

Park in any spot in the rear parking lot, except those labeled "Visitor". These are indicated for short stays of less than an hour. Parking is usually ample and there is no charge.

Metrorail

- Take the Metrorail **Orange Line** to **Vienna**
 - **Transfer** to the **Gold 1 CUE bus** which runs every 25 minutes and goes to University Drive, about a 20 minute ride. (Call 703.385.7859 for more information about the CUE Bus System.) The bus stops in front of the Fairfax City Volunteer Fire Station next to the NVMS training center.
 - The taxicab fare from the Vienna Metro is approximately \$15.00.
-

Hotel Information

Walking Distance – Bailiwick Inn Bed & Breakfast (703) 691- 2266;
15 minutes by car or CUE bus – Hampton Inn, (703) 385-2600; Best Western, (703) 591-5500; Wellesley Inn, (703) 359-2888; Comfort Inn, (703) 591-5900; Courtyard Marriott, (703) 273-6161; Candlewood Suites (provides federal per diem rate) (703) 359-4490.

On-Site Training

Is on-site training for you?

- Do you have 5 or more employees to train?
- Would like to train all of your employees at the same time while building team cohesiveness?
- Would like to eliminate travel costs?

If you answered yes to any of the questions above, then onsite training is for you.

Any of the workshops listed in this catalog can be provided at your location and can be customized for the specific needs of your company, agency, group or organization. Trainings are designed to build more efficient teams, better work environments and the ability to maximize performance gains. NVMS and our trainers will work with to design and deliver a workshop that meets your needs and the participants' expectations in both content and outcomes.

Our instructors all have graduate school or professional certification training and significant experience in training conflict management skills. Additionally, most have advanced degrees in law, conflict resolution, counseling, education or other fields.

NVMS has provided training to thousands of individuals and groups, including many agencies of Federal, state and local governments, law firms, corporations, non-profit organizations, schools and universities. Some of our past clients include:

- Arkansas Administrative Office of the Courts
- U.S. Department of Agriculture
- U.S. Department of Justice
- U.S. Department of Treasury
- U.S. EEOC
- National Archives
- Defense Information Systems Agency
- Internal Revenue Service
- American Psychological Association
- Federal Aviation Administration
- U.S. Courts
- FMC
- NASA

To receive a quote for an on-site training of interest, please complete the form below and return it to training@nvms.us or 703-246-8992 (fax). For more information, feel free to contact our office at 703-865-7261.

Workshop Fees

Length of Workshop	1 Trainer (recommended for groups of 20 or less)	2 Trainers (recommended for groups of 21 or more)
4 hours (half day)	\$1,250	\$1,500
8 hours (full day)	\$2,500	\$3,000
16 hours (two days)	\$5,000	\$6,000
24 hours (three days)	\$7,500	\$9,000

Additional Fees	
Materials (This quote reflects typical fees. A few training courses include specialized materials. Adjusted fees will be communicated prior to finalizing services and contracts.)	\$15/participant
Design & Preparation (The number of hours needed for design and preparation will be determined by NVMS and the client's needs prior to finalizing any services and contracts.)	\$150/hour per trainer
Role-play Observers	\$200/observer

On-site Training Quote Request

To receive a quote for our on-site training service, please complete and submit this form by email to training@nvms.us or fax at 703-246-8992. Once the form is submitted, please allow us a week to reply to your request. In order to receive an accurate quote, please be as specific as possible in completing this questionnaire.

4041 University Drive
Suite 101

Fairfax, VA 22030

Main Line: 703-865-7272

Training Program: 703-865-7261

Fax: 703-246-8992

Contact Name:	
Job Title:	
Organization:	
Address:	
City:	
State/Zip Code	

Contact Information

Telephone:	
Fax:	
E-mail:	

How would you like us to contact you?

☐ E-mail ☐ Phone

Training(s) of interest (you may choose any or several of the NVMS workshops detailed in our catalog.)

1.
2.
3.
4.
5.

What is an approximate number of participants that will be taking the training?

- ☐ Less than 10
☐ 10-24
☐ More than 25

How many trainers would you like?

- ☐ 1 (recommended for groups of 20 and below)
☐ 2 (recommended for groups of 21 or larger)

How soon would you like the training to start?

Are you interested in receiving Virginia Supreme Court Mediator Certification for the participants?

☐ Yes ☐ No

Are you interested in receiving MCLE credits for the participants?

☐ Yes ☐ No

Goals of training:

Signature_____

Date_____