

# Time-Limited Mediation Training Workshop



## Date:

24 January, 2015

## Time:

9:30 a.m. – 1:10 p.m.

## Venue:

Financial Dispute Resolution  
Centre  
Unit 3701-4, 37/F, Sunlight  
Tower, 248 Queen's Road East,  
Wan Chai, Hong Kong

## Language :

English / Cantonese

## Fee:

FDRC Mediators and  
Arbitrators: Free

Other participants:

HK\$ 350 Administration fee

CPD POINTS  
FDRC: 3.5  
LSHK: 4  
HKMAAL: 3.5

## Programme

9:15	- 9:30	Registration
9:30	- 9:35	Opening
9:35	- 10:05	Challenges of Time-limited Mediation ( <i>Prof. Christopher To</i> )
10:05	- 10:15	Tea Break
10:15	- 10:40	How to Make Effective Use of Limited Mediation Time ( <i>Prof. Christopher To</i> ) <ul style="list-style-type: none"><li>• Pre-mediation Session</li><li>• Assessments and Preparation</li><li>• Time management for Time-limited Mediation</li></ul>
10:40	- 12:40	Role Play Practice of Skills for "Time-Limited Mediation" Process
12:40	- 13:10	Conclusion of Role-play – Feedback and Evaluation

An event by: **FDRC**  金融糾紛調解中心  
FINANCIAL DISPUTE RESOLUTION CENTRE

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### Course Content:

Lead Trainer would share his experience in managing “Challenges of Time-limited Mediation” and “How to Make Effective Use of Limited Mediation Time” and there will be a practice session for the time-limited mediation process.

### About this CPD Event:

The course is to provide an opportunity for Mediators to re-familiarize with the Time-limited Mediation Process.

### Prof. Christopher To

Prof. To holds qualifications in computing, engineering and law. He is an accredited mediator, chartered arbitrator, chartered engineer, chartered information technology professional and a law professor. He is a recognised authority on alternative dispute resolution techniques and is a sought-after speaker/moderator at international forums. He is listed in the *Who's Who of mediators* globally and in 2014 he was named “Mediation Lawyer of the Year” by the *Finance Monthly Global Awards*. Prof. To holds Adjunct Professorships from leading Universities and has written substantially on the subject of international arbitration and mediation, in particular has written the leading hand book on Arbitration Law in Hong Kong (Lexis Nexis Butterworths).

**CPD Points** will be awarded to eligible participants completing the training event:

- FDRC: 3.5 CPD points .
- Law Society of Hong Kong: 4 CPD points  
*\*\*The completion of this course does not lead to accreditation and/or admission as mediators on the Law Society's Panels of Mediators*
- Hong Kong Mediation Accreditation Association Limited: 3.5 CPD points.

### Training Regulations

Please refer to the attached **TRAINING COURSES REGULATIONS** for details.

### Registration:

Please return the reply slip to [seminar@fdrc.org.hk](mailto:seminar@fdrc.org.hk). For enquiry, please call 31995109.

### Reply slip

Name : \_\_\_\_\_ Email: \_\_\_\_\_

Panels of Mediator:     FDRC             Law Society of Hong Kong  
 Hong Kong Mediation Accreditation Association Limited

### Terms and Conditions:

*Priority will be given to FDRC Listed Mediators/ Arbitrator.*

*Remaining seats will be allocated on a first-come-first-serve basis.*

*Enrollment deadline: 16 January, 2015.*

*Confirmation will be sent on 19 January, 2015 onwards. Payment upon confirmation.*

# FINANCIAL DISPUTE RESOLUTION CENTRE

## TRAINING COURSES REGULATIONS

Welcome to the training course organized by the Financial Dispute Resolution Centre (FDRC).

To facilitate the conduct of the training, there are a few regulations that participants should observe. Unless otherwise stated, these regulations apply to all the sessions of the training:-

1. Participants are reminded to at the training venue on time for registration and signing in purposes.
2. For registration purpose, participants are requested to prove their identity and collect training course materials at the registration desk prior to the training class. FDRC reserve the right to inspect personal identity card / passport of the participants and exclude participants who are not able to prove their identity from attending the training course.
3. There may be official breaks as announced by speaker. Participants are required to return to the classroom before the announced time.
4. Certificates will not be issued to participants who are absent for more than 15 minutes. Participants should refer to the digital clock displayed at the training venue for signing in and signing out purposes.
5. There will be no refund of all or part of the training course fees, if any.
6. No videotaping and recording are allowed throughout the training course.
7. No smoking are allowed in the training venue.
8. Participants are required to keep the training venue clean and tidy.
9. During the training course, mobile phones, pagers and other electronic communications devices are required to be switched off or turned to silence mode.
10. Upon completion of the course, participants are required to fill out the evaluation forms and return to the speaker before they leave.
11. If typhoon signal No.8 or above or black rainstorm signal is still in force at 07:00, the course on that day will be cancelled.
12. FDRC assumes no responsibility jointly or individually for the loss of or damage to your personal belongings.