

MEDIATION OFFICE IN A BOX TRAINING

SYLLABUS

DAY 1

- I. Introductions of Materials
 - A. Review of Interest-Based Negotiation
 - B. Discuss Handout of Facts of Simulated Divorce that will be Mediated
 - C. Explanation of How to Use Notebook System
 - 1. Client Mediation Notebook
 - 2. Mediator Notebook And Checklists
 - 3. Proposal Notebook for Clients

- II. Initial Consultation
 - A. Watch Mediator Conduct Initial Consultation with Clients
 - B. Question and Answer Period

- III. First Mediation Session
 - A. Screening Process
 - B. Sign Agreement to Mediate
 - C. Discuss Parties' Statement of Income Worksheet
 - D. Discuss Parties' Statement of Expenses Worksheet
 - E. Discuss Net Monthly Surplus or Deficit of each Party
 - F. Discuss Maintenance
 - G. Confirm any Agreements and Give Assignments for Next Session
 - H. Write Mediator Notes of Session
 - I. Question and Answer Period

Lunch 12:00 – 1:00

- IV. Second Mediation Session
 - A. Discuss Each Parties' Statement of Property Worksheet
 - B. Help Parties Come to Agreement on Values of

All Property and Debt and Collect All Documentation

- C. Discuss Parties' Goals and Concerns (Interests)
- D. Generate Options for Dividing Property in a Way that Meets both Parties' Needs.
- E. Confirm any Agreements and Give Assignments for Next Session
- F. Write Mediator Notes of Session
- G. Question and Answer Period

V. Third Mediation Session

- A. Discuss Parenting Goals
- B. Discuss Options of Different Parenting Plans
- C. Agree Upon a Parenting Plan
- D. Discuss Children's Financial Needs
- E. Apply State's Child Support Calculations
- F. Agree upon Child Support
- G. Agree upon Tax Exemptions, Head of Household, etc., for Children
- H. Fill Out Worksheet of "Final Decision Checklist" (ie: Whether QDRO's are Necessary; How and When Respondent Wants to be Served; Timing of Divorce; etc.)
- I. Write Mediator's Notes of Session
- J. Question and Answer Period

VI. Give Writing Assignment to Class

- A. Draft Proposal Notebook (Includes Statement of Income and Expenses, Maintenance Agreement, Statement of Property, Spreadsheet of Division of Property, One-Page Chart Summary of Division of Property, Parenting Plan, Child Support Agreement)
- B. Draft Memo of Understanding or Settlement Agreement

DAY 2

- I. Domestic Violence Differentiation
Susannah Altesman – ALIVE
 - A. Review Article by:
Joan B. Kelly and Michael P. Johnson,
Differentiation Among Types of Intimate Partner Violence.
 - B. Learn Strategies for Screening Mediation Clients/
Knowing Which Ones Can be Mediated.
 - C. Learn Effective Strategies for
Working with High-Conflict Partners

- II. General Question and Answer Period
Class Critique of Your Proposal Notebook
(Via Overhead Projector)

LUNCH

- III. Class Critique of Your Memo of Understanding/
Separation Agreement

- IV. More Demonstrations of Mediation Techniques
for High-Conflict Couples