

## The Texas Mediation Trainer Roundtable

### Self Assessment Of 40 Hour Basic Mediation Training Courses

#### OBJECTIVE

This is a self-assessment instrument that is designed to allow the comparison of a training program for the 40 hr basic mediation training course to the training program prescribed by the Texas Mediation Trainer Roundtable in 1994 and revised on August 25, 2003. All the items included in this assessment are items that are required by the standard. The requirements of the standard for each item are shown the yellow boxes following each item.

The Texas Mediator Credentialing Association (TMCA) has established that the TMTR Guidelines serve as the minimum standard for the training for mediators seeking credentialing through the TMCA.

#### I. CONTENT

##### A. Time on Each Topic

- How much time is spent on each topic in each teaching/learning format?

Topic	Time in hours				
	1. Total Time (Sum of columns 2-5)	2. Lecture Time	3. Group discussion	4. Break-out activity	5. Other exercises or non- lecture activities, show brief description below. (*)
1. History of Mediation.					
2. Overview of ADR Legislation in Texas.					
3. Conflict Resolution Theory.					
4. Mediation Theory and Practice.					
5. Mediation Process and Techniques.					
6. Self-Awareness of Trainee.					
7. Ethics.					
8. Communication Skills					
9. Professional					

Considerations (new topic with August, 2003 revision)					
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Comparison to the Standard: While the Standard does not specify how much time to allocate to each topic, it does require each topic to be covered. The Standard does indicate under TRAINING METHODOLOGY, Part 4 that A minimum of 50% of training hours shall be spent in participatory activities." This chart provides a conscious way to assure all topics are covered and additionally to determine how much emphasis is put on each topic. By comparing the time spent on each topic in column 1 (total time) to that in column 2 (lecture time) it can easily be seen if the 50% requirement is being met.

**B. Teaching Points Added with the August 25, 2003 Revision to the Standard**

- In the August, 2003 revision, a number of new teaching points was added to the curriculum. Please indicate whether you cover each point and how much time is allocated to each point.

Teaching Point	Included in Curriculum	Time Allocation in hours
<b>Mediation Theory and Practice</b>		
Role and characteristics of mediators	_ yes _ no	
Differences in the roles: mediators, arbitrators, and judges	_ yes _ no	
Impact of diversity issues	_ yes _ no	
Court systems and procedures	_ yes _ no	
<b>Ethics</b>		
Violence, substance abuse, child abuse & neglect, screening, reporting and legal issues	_ yes _ no	
Awareness of various organizations' ethical guidelines and grievance processes.	_ yes _ no	

Comparison to the Standard: While the Standard does not specify how much time to allocate to each teaching point, it does require each teaching point to be covered. As in the preceding section, this chart provides a conscious way to assure all topics are covered and additionally to determine how much emphasis is put on each topic.

**C. Mediation Model**

- What mediation model do you teach? How does it align with the model in the Guidelines and Standards? Provide an outline of your model showing the comparison to the model in the Guidelines and Standards.

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Comparison to the Standard: The Standard explicitly shows nine elements in the mediation process. Many trainers have reframed the mediation process for various reasons such as ease of teaching or to better depict the process (from their perspective). While the standard does not preclude this reframing, it does require all the elements be covered. By showing a side-by-side comparison, it is clear whether all the elements are being covered.

**D. Techniques**

– Do you cover the following techniques in your training.

Technique	Yes	No
1. Trust building		
2. Reframing		
3. Keeping on track, following agenda, managing process		
4. Focusing on interests vs. positions		
5. Building on partial agreements		
6. Caucusing		
7. Reality testing		
8. Working with third parties		
9. Managing difficult people or strong emotions		

Comparison to the Standard: The Standard requires these nine techniques be included in the training and this is a simple check-off list to assure they are covered.

**E. Communication Skills**

– Do you cover the following communication skills in your training?

Skill	Yes	No
1. Listening		
2. Note taking		
3. Questioning		

4. Nonverbal communication (i.e., eye contact, body language)		
5. Restating and clarifying		
6. Use of neutral language		
7. Drafting the agreement		
8. Recognizing feelings and emotions of parties (added with the August, 2003 revision)		

Comparison to the Standard: The Standard requires these eight communication skills be included in the training and this is a simple check-off list to assure they are covered.

F. Professional Considerations (added with the August, 2003 revision)

- Do you cover the following considerations in your training?

Technique	Yes	No
1. Professional organizations		
2. Networking		
3. Practicum		
4. Continuing education		
5. Aspects of establishing a practice		
6. Community service		

Comparison to the Standard: The Standard requires these six considerations be included in the training and this is a simple check-off list to assure they are covered.

II. TEACHING METHODOLOGY

A. Trainee Participation

- Indicate the degree of participation in each of the following activities during the 40 hr. training course.

Activity	Number of each activities trainee participates in over 40hr training period.	Total time spent throughout entire course, hours.
Mediation simulations		
Other simulations		
Role plays		

Comparison to the Standard: The Standard requires that "Trainees must participate in at least three role plays as a mediator and two role plays as a disputant under the supervision of a trainer or training assistant." The Standard also requires that the training program must include role-plays. This chart shows the actual number of these training methods that are utilized. The time spent is not specified in the Standard, it does provide an estimation of the degree of utilization of each method.



### III. ADMINISTRATION

#### A. Mandatory Attendance

- Is attendance mandatory for all students for the full 40 hours in class training? \_\_\_ Yes \_\_\_ No.

Comparison to the Standard: This is a straightforward requirement of the Standard.

#### B. Course and Trainer valuation by Trainees

- Is feedback obtained from the trainees for the course? \_\_\_ Yes \_\_\_ No.
- Is feedback obtained from the trainees for the trainers? \_\_\_ Yes \_\_\_ No.

Comparison to the Standard: Feedback in both directions is required by the Standard.

#### C. Certificate of Completion

- Do you provide a certificate indicating that the trainee has completed the full 40hr-training program? \_\_\_ Yes \_\_\_ No.

Comparison to the Standard: Issuance of a certificate specifying completion of the course is required by the Standard.

#### D. Declaration of Conformance to Mediation Trainers Roundtable Standards and Guidelines

- Do you indicate in your training materials whether your program meets the specific published standards? \_\_\_ Yes \_\_\_ No.

Comparison to the Standard: This is a straightforward requirement of the Standard.

### AFFIRMATION OF CONFORMATION TO TMTR STANDARDS

I affirm that this program meets the TMTR published standards.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed