



**CommonSense Mediation  
Mediation Services & Mediation Training**

**Professional Ongoing Development System [“PODS”]**

PODS is a +40 hour program delivered over a 12 month timeframe, designed to support ongoing professional education and development, customized to the individual mediator, regardless of their level of experience.

PODS has a three prong focus:

1. Continuing education that includes hands on, practical application of skills;
2. Business development; and
3. Building meaningful relationships through peer to peer mentorship and coaching.

PODS is primarily delivered via the Slack platform providing participants with exclusive access to the monthly Master Class channel, along with other channels for sharing information, networking, and feedback<sup>1</sup>.

The PODS’ curriculum includes:

- Direct supervision and mentorship provided by a Chartered Mediator.
- Regular POD meetings;
- Regular reading assignments and written exercises, with peer feedback to develop the mediators’ skills and knowledge in:
  - conflict theory and management;
  - systems theory;
  - mediation theory and process;
  - ethics;
  - communication micro-skills; and
  - substantive issues.
- Additional substantive content as needs are identified.
- Simulated roleplays and micro-skill practice.
- Business development education.
- Debrief of and problem solving on actual files (with appropriate confidentiality safeguards).
- Master Classes include:

Vison	Retainers	Intimate Partner Violence	Memoranda of Understanding
The Ideal Client	Intake	The First Joint Meeting	Independent Legal Advice
Processes	Agreements to Mediate	Summaries	Billing

<sup>1</sup> Feedback is primarily in a peer-to-peer format. No marks are assigned.

## PODS Syllabus

- 1. All PODS participants are required to read a minimum of 4 hours a month. Suggestions are included below, in addition to the Mediation Practice Group “Book of the Month”, online articles, relevant legislation, and published caselaw, as identified from time to time.**

Brownstone, Harvey. *Tug of War*

Eddy, Bill. *BIFF*

Eddy, Bill. *High Conflict People in Legal Disputes*

Ellison, Sharon. *Taking the War Out of our Words*

Fisher, Roger and Brown, Scott. *Getting Together*

Fisher, Roger and Ertel, Danny. *Getting Ready to Negotiate*

Fisher, Roger and Ury, William. *Getting to Yes*

Gates, Steve. *The Negotiation Book*

Harper, Gary. *The Joy of Conflict Resolution*

Kfir, Amir. *Nonflict*

Lenski, Tammy. *Making Mediation your Day Job*

Lewis, Julia and Blakeslee, Sandra. *The Unexpected Legacy of Divorce*

Madonik, Barbara. *I hear what you say, but what are you telling me?*

Malhotra, Deepak. *Negotiation Genius*

Moore, Christopher W. *The Mediation Process*

O’Sullivan, Gerry. *The Mediator’s Toolkit*

Patterson, Kerry. *Crucial Conversations*

Pynchon, Victoria. *Success as a Mediator for Dummies*

Rosenberg, Marshall. *Nonviolent Communication*

Stief, Eileen and Beer, Jennifer E. *The Mediator’s Handbook*

Thaler, Richard. *Nudge*

Wheeler, Michael. *The Art of Negotiation*

Winslade, John. *Narrative Mediation*

### 2. Written assignments:

- Reflective journal - minimum of 12 entries of no less than 250 words/entry. To be completed by the end of the 12-month program with a suggested frequency of one journal entry/month.
- 3 case studies - minimum of 500 words/study addressing potential ethical issues.
- Draft a mediation retainer and draft a mediation agreement.
- 3 hypothetical cases requiring system mapping and proposed draft agenda for first meeting.
- Preparation notes for 3 hypothetical cases
  - identifying legal issues and possible outcomes within a legal framework
  - identifying possible outcomes through hunching interests
- Draft a mediation summary.
- 3 hypothetical cases requiring responses to email correspondence in between meetings.
- Draft a mediated agreement and statement of account.
- Draft a business plan.
- Open book exam covering basic theory.

### 3. Attendance at practice sessions (hosted on Zoom in October, January, March, April, July):

- Roundtable check in
- Roleplays and Practice of micro-skills

### 4. Monthly PODS meeting (hosted on Zoom):

- Roundtable check in
- Debrief of assignments

### 5. Biannual individualized mentorship sessions with supervising Chartered Mediator:

- Goal setting
- Accountability reporting
- Debrief of actual file work and/or simulation
- Individual feedback in two stars one wish format