



Drafting Documents for Dispute Resolution Practitioners

Course Materials & Overview

Course Content:

- 4 Video Lectures
 - Lessons:
 1. The Retainer Agreement
 2. The Agreement to Mediate
 3. Principles of Contracts
 4. Requirements under ADRIC Code of Conduct and ethical considerations
 5. Using templates, collecting information, reviewing documents and explaining them to clients
 6. Ethical dilemmas: communicating with clients/lawyers and documenting your file
 7. Documenting the mediation process: Agendas, Summaries, and debriefing
 8. Determining relevant content needing documentation
 9. Documenting Agreement: Settlement terminology and bridge for Independent legal advice
 10. Branding and electronic verses wet signatures
- Assignments:
 - Retainer Agreement
 - Agreement to Mediate
 - Mediation Summary
 - Mediated Agreement
 - Branding for your Business
 - Explaining Documents to clients
 - Cover Letter to a Lawyer
 - Roleplay Scenario
 - Roleplay Scenario Mediation Summary
 - Roleplay Scenario Mediated Agreement
- Reading Materials:
 - 100 roleplays for Mediators (to be used to select a roleplay scenario for final three assignments)
 - Video Lecture Slide Decks
 - Drafting Documents for Dispute Resolution Practitioners Workbook
 - Course Instructions Booklet
 - Sample Agreement to Mediate
- Videos:
 - [Mediation of Landlord/Tenant Dispute](#)