



# ADR Institute of Canada

## Arbitration and Mediation Handbooks

These two useful guides are excellent reference manuals for ADR practitioners. Those wishing to supplement their training will find them to be an invaluable educational resource. They are also superb primers and a great resource to familiarize anyone wishing to understand the arbitration and/or mediation process in a commercial or business context.

***ORDER THESE  
ESSENTIAL TOOLS FOR  
YOUR PRACTICE TODAY!***

### The Arbitration Handbook

Topics covered include:

Definition of Arbitration; The function, qualities, duties and jurisdiction of the Arbitrator.

The Chartered Arbitrator: Principles, criteria, protocol and competencies; The Lawyer as Arbitrator.

Arbitration Options: Binding ~ Compulsory ~ Final Offer ~ Grievance ~ Interest ~ Court Annexed ~ Non-binding ~ Ad hoc ~ Contractual ~ Documents only.

Detailed Chapters on topics such as: The Appointment Process, Pre-hearing Matters, Rules of Evidence, The Hearing – Rules of Procedure, Summoning and Questioning Witnesses, the Hearing Record — all with sample checklists.

All aspects of The Award including how the Released Award is to be handled; Challenges, Appeals, and Attacks.

Some examples of Decisions and References as well as Statutes and Rules.

National Arbitration Rules, Code of Ethics, Discipline Procedures.

\$85.00 per copy (plus GST)

### The Commercial Mediation Handbook

Topics covered include:

Introduction to Appropriate Dispute Resolution: Mediation, Arbitration, Litigation, Commercial Mediation and the Law, Role of Lawyers, etc.

Commercial Mediation - The Process, Nature of Conflict and Disputes, Dispute Prevention and Management, Mediation Techniques.

Combination Processes of Med/Arb, Arb/Med, Mediation & Last Offer Arbitration and Single Text.

The Mediator: Conduct, Competencies in Relationship Skills, Facilitation skills and Other Attributes.

The Chartered Mediator: Principles, Criteria and Protocol.

Change in Function, Co-Mediation, Authority/Jurisdiction, Rules of Natural Justice and Mediator Liability.

Full Chapter on Mediators' Tools and Techniques, and another on Pitfalls.

A full section on Managing the Mediation Engagement including The Appointment Process, Preparation, The Mediation Session, Memoranda of Understanding and Settlement Agreements.

National Mediation Rules, Model Code of Conduct for Mediators, Discipline Procedure, Errors and Omissions Insurance.

Decisions and References Section and Resource Library.

\$95.00 per copy (plus GST)

# The Correspondence Course in Arbitration



This two-part correspondence program is designed for those with post-secondary education. Lawyers admitted to the bar in Canada do NOT have to complete Part 1 of the course, however a law degree or training in arbitration is not essential. The twenty-seven lessons cover concepts and procedures of contract and tort law, arbitration acts and procedures, evidence and court control of arbitration as well as awards and award writing, and the law as it applies in that context.

Students must complete one assignment each month which are marked by ADR Institute of Canada members who are practicing and experienced arbitrators. The course culminates in a case study where students must apply their skill and newly acquired knowledge to a practical arbitration problem.

**PART 1**— Part 1 of the program is designed to provide non-lawyers with an understanding of the law of contracts and torts, and an introduction to commercial arbitration statutes. After completing each of the assigned chapters, students must complete and submit an assignment. After all assignments have been completed, an exam must be written. (Exam fee \$100) Includes the text: *The Law & Business Administration in Canada*, Smyth/ Soberman/ Easson.

**PART 2**— Part 2 provides members of the legal profession and graduates of Part 1 with detailed information on the appointment, authority and role of the arbitrator; steps involved in the arbitration process; rules of evidence; and arbitration awards and award writing. As in Part 1 of the correspondence program, each lesson is followed by an assignment. After all assignments have been completed there is an exam (fee \$100). Those who are not members of the legal profession must complete the first part of the correspondence program successfully before enrolling in Part 2.

Please note: The Arbitration Handbook (see reverse) is also required for this course, and must be ordered separately.

Price: \$789.00 per part (plus GST)

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