



## Guidelines for Trainee Mediators

### A. Prior to Commencing Mediation Supervision

1. Obtain the current Accreditation criteria and a copy of the Evaluation Form from HKMAAL, such that you are aware of the Accreditation and Supervision /Evaluation criteria.
2. Contact the Family Mediation Supervisor, in writing if possible, with request for supervision, indicating availability.
3. Negotiate, agree and sign the Supervision Contract with the Family Mediation Supervisor regarding the fees, venue, times, etc. for the mediation.
4. Agree to abide by the Code of Practice of Family Mediators of HKMAAL.
5. Prepare an Agreement to Mediate Form or mutually agree to use the Family Mediation Supervisor's contract.
6. Attend a pre-supervision meeting with the Family Mediation Supervisor to clarify goals and co-mediation roles.
7. Be involved with the Family Mediation Supervisor in the mediation from the outset, including Intake or Pre-mediation sessions to assess case suitability and the nature of your future involvement.

### B. During Supervised Mediation

1. Make yourself available at least a half an hour before the scheduled mediation appointment to set up the room and discuss roles and process for the session with the Family Mediation Supervisor.
2. Come prepared for the session with a plan. Do not expect the Family Mediation Supervisor to do this. You are responsible for the session and the conduct of the mediation.
3. Prepare any provisional drafts for approval by the Family Mediation Supervisor and fax or email



## Hong Kong Mediation Accreditation Association Limited (HKMAAL)

same at least 48 hours ahead of the session.

4. Be available for debriefing sessions for a minimum of a half an hour or for such time as required by the Family Mediation Supervisor.
5. Be open to and accepting of debriefing comments:
  - (i) Accept feedback as information not personal criticism or judgment. Be open to the fact that this is a new process with new knowledge, skills, qualities for you. Regardless of one's own professional expertise, this new process must be learnt through experience and mistakes.
  - (ii) If you do not agree with or do not understand the feedback, ask for clarification and examples from the Family Mediation Supervisor or check with others if anyone else is present, (eg. one way mirror observation)
  - (iii) Demonstrate use of feedback in subsequent mediation sessions.
6. Pay agreed supervision fees at the conclusion of each session or as otherwise negotiated in the Supervision Contract.
7. Be responsible for any necessary liaison with lawyers or other experts and report same to the Family Mediation Supervisor prior to the commencement of the mediation session. Show any drafts of letters to the lawyers or other experts to the Family Mediation Supervisor prior to sending. Keep a record of time spent in liaison.

### C. After Settlement/Agreement Reached

1. Prepare the Draft Mediation Settlement Agreement and send to the Family Mediation Supervisor at least 48 hours before the final mediation session for the Family Mediation Supervisor's comments.
2. Be available for a debriefing with the Family Mediation Supervisor for a minimum of a half an hour or such time as required by the Family Mediation Supervisor.



**Hong Kong Mediation Accreditation Association Limited (HKMAAL)**

3. Be responsible for any necessary follow-up with the clients and legal representatives and report same to the Family Mediation Supervisor.
4. Give and obtain completed Client Feedback Forms from the parties for Accreditation purposes.
5. Be available for a final debriefing regarding supervision evaluation with the Family Mediation Supervisor at a mutually agreed time and for such time as required by the Family Mediation Supervisor.
6. It is the Trainee Mediator's responsibility to submit the Evaluation Forms and any necessary documentation to the Accreditation Committee of HKMAAL.