

# 2006 TRAINING SEMINARS FOR MEDIATORS

All seminars are jointly presented & co-sponsored by

Melinda Gehris  
Devine Millimet & Branch, P.A.  
603-410-1712

Ericka Gray  
DisputEd  
781-643-3577

Diane Levin  
Partnering Solutions, LLC  
781-631-3990

## Strategic Marketing & Business Planning For Mediators

Friday, June 16  
8:30 am - 4:00 pm

This seminar is suitable for trained mediators who are new to practice or are considering establishing a practice.

Marketing is one of the first things every mediator asks about. How do I find business? What should my business card say? How can I get the most out of my marketing budget? How much should I charge? How do I find business? What one marketing tool should every mediator have?

We have taken our combined 40+ years of mediation experience and distilled it into a one day seminar that covers many of the topics that we are asked about every day. A few of the topics to be covered include:

- Establishing realistic expectations
- Defining your business
- Setting fees, getting paid, and accepting credit cards
- Why you should collaborate with other mediators
- The forms every mediator needs
- Organization tips and tools
- Locating meeting and office space
- Mediator use and misuse of electronic communication
- Buying the right computer, software, and peripherals
- Finding and marketing to your target market
- Distinguishing yourself from every other mediator
- Marketing strategies to avoid

Registration:  
\$175 by May 19, \$205 thereafter.

Registration fees include all materials, lunch, and morning and afternoon snack breaks.

## Mediating Workplace Conflict

Thursday, October 20  
8:30 am - 4:00 pm

This is an advanced level workshop for experienced mediators.

Workplace conflict is like no other dispute most mediators handle. It's often unclear who your real client is and what your role should be. Often, different people in the workplace want you to provide different - and conflicting - processes.

This one-day workshop provides a different, well-tested, and highly effective approach to intervening in workplace conflict while using your mediation skills during all phases of the process.

- The intake & initial assessment process
- Understanding the sources and dynamics of workplace conflict
- What you need to know about common workplace resolution mechanisms
- Laws affecting the workplace & the mediator
- Discrimination at work
- Emotional & psychological issues specific to workplace conflict and what they mean in mediation
- Choice of process and styles
- Determining authority & building trust
- Confidentiality at work

Registration:  
\$175 by September 22, \$205 thereafter.

Registration fees include all materials, lunch, and morning and afternoon snack breaks.

## Mediating Legal Disputes, Part 1

Wednesday, December 6  
Noon - 4:30 pm

## Mediating Legal Disputes, Part 2

Thursday, December 7  
8:30 am - 4:00 pm

These workshops are suitable for mediators who have been mediating for at least one year.

### Part 1

This half-day seminar will prepare those mediators who are not attorneys and do not have a good foundation in the language of the law, the litigation process, and court procedures for Part II.

### Part 2

*Pre-requisite: Part I, Law degree, or adequate knowledge of the law, litigation process & court procedures. If you are unsure about whether you meet the pre-requisite for Part II, please contact one of the trainers.*

Legal disputes in mediation are complicated by the presence of additional sets of positions and interests, and an alternative outcome that could be determined by a judge.

- Intake with lawyers
- Mediating discovery issues
- Mediator preparation
- Power and control issues
- What lawyers need and want from mediators
- Handling client control issues
- Meeting with just the lawyers
- Managing advocacy, grandstanding, underprepared and uninvested lawyers
- The art of coaching lawyers and clients
- Getting paid

Registration:  
Part 1 & 2: \$275 by Nov. 9, \$305 thereafter  
Part 2 only: \$175 by Nov. 9, \$205 thereafter

Registration fees for Part 1 include all materials and afternoon snack. You are welcome to bring lunch to Part 1.

Part 2 also includes lunch and morning snack.

## About the Trainers

### Melinda Gehris

www.devinemilliment.com  
603-410-1712



Melinda Gehris is a shareholder at Devine, Millimet & Branch, P.A. She focuses her practice on alternative dispute resolution and has been mediating for more than ten years. Melinda regularly mediates and arbitrates in the private sector as well as for the New Hampshire Probate and Superior Courts. In addition, she is a trainer and coach for mediators and others.

### Ericka Gray

www.disputed.com  
781-643-3577



Ericka B. Gray, founder and president of DisputEd, has been a mediator since 1985. She served as the Director of court annexed dispute resolution programs in both NJ and MA, was director of professional services and regional training coordinator for Endispute/JAMS and was the Executive Director of the Academy of Family Mediators. Currently serving on the MA Trial Court's Standing Committee on Dispute Resolution, she teaches Mediation at Boston College and Suffolk University Law Schools. A licensed psychologist, Ericka holds advanced practitioner member status in both the Workplace and Family Sections of the Association for Conflict Resolution.

### Diane Levin

781-631-3990



Diane Levin is the founder of Partnering Solutions, LLC, a company providing mediation and arbitration services to organizations, families and individuals. She is a mediator, trainer, consultant and attorney and has conducted mediations in court and non-court settings in disputes involving family, workplace, community, real property, consumer, and personal injury issues and claims. She is a member of the Massachusetts Trial Court Standing Committee on Dispute Resolution and serves as an officer and director of the Association for Conflict Resolution's New England Chapter. Diane is also the author of an electronic serial, MediationNewsOnline.com, which provides information, news, and commentary on mediation and conflict resolution.

## Registration

To register online, go to

[www.disputed.com](http://www.disputed.com)

You may also mail the form with a check payable to DisputEd, 26 Berkeley Street, Arlington, MA 02474.

Your registration will be confirmed when payment is received. Please note that registration is limited so please register early to assure your space.

Name \_\_\_\_\_

Firm/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

### PLEASE REGISTER ME FOR THE FOLLOWING:

*Please see program descriptions for early registration deadlines for each program.*

	Early	Late
<input type="checkbox"/> Strategic Marketing	\$175	\$205
<input type="checkbox"/> Mediating Workplace Conflict	\$175	\$205
<input type="checkbox"/> Mediating Legal Disputes, <u>Part 1 and 2</u>	\$275	\$305
<b>OR</b>		
<input type="checkbox"/> Mediating Legal Disputes, <u>Part 2 only</u>	\$175	\$205

TOTAL ENCLOSED \$ \_\_\_\_\_

## Cancellation Policy

We will refund your full fee or issue you with a credit in the event that we cancel your seminar for any reason.

- If the seminar for which you registered is full, we will contact you and, if you wish, place you on a waiting list or refund your full fee immediately.
- If you withdraw from a program at least 10 days before the seminar starts, we will refund you the full amount that you paid.
- If you contact us less than 10 days before the program begins, we will arrange a partial credit of 75% of the fee paid towards a future program or you may send a substitute, provided that the substitute meets any prerequisites for the program.

### For Additional Information

Please contact any of the trainers at the contact numbers listed for additional information.

### Weather

In the event of bad weather, please call DisputEd at 781-643-3577 after 5 a.m. on the day of the training for a recorded announcement. If the weather is bad the night before, you may call after 8 p.m.

### Directions

Boston University Corporate Education Center  
Tyngsboro, MA

#### From the North

Take Route 3 South to exit 34. Bear left at the end of the exit and drive under the bridge on Westford Road.

Then follow directions below.

#### From the South

Take Route 3 North to exit 34. Bear right at the end of the exit. Continue for one mile to the traffic signal (the Merrimack River is straight ahead.)

Turn right onto Route 3A. Continue on Route 3A for one mile, then turn right onto Tyng Road.

The Corporate Education Center is on the right.

Parking is free and the facility is fully accessible.

*Every effort has been made to provide a variety of food to accommodate different tastes and dietary needs.*

*Please let us know of any special needs of any type.*