

PROFESSIONAL EXECUTIVE MASTER OF ADR - 2018

GAMEY and GAMEY ADR INSTITUTE IN COLLABORATION with the UNIVERSITY OF THE VIRGIN ISLANDS - PULSE is organising a 26 Week (Saturdays) Executive Training Programme in Professional Executive Master of ADR (PEM.ADR), LEADERSHIP AND ORGANIZATIONAL EFFECTIVENESS PROGRAMME

Detailed Programme

MODULE I – CONCEPT AND PRACTICE OF ADR 10 Sessions (10 Weeks)

1. **Introduction to Dispute Resolution**
2. **Essential Skills for a Dispute Resolution Professional**
 - a. Essential Listening Skills
 - b. Essential Speaking Skills
 - c. Non-verbal Communication Skills

(You can do two things at a time except listening)
3. **Interest- Based Negotiation (IBN)**
 - a. *Positional Bargaining vs Interest-Based Negotiation*
 - b. *Negotiation Skills for ADR Professionals*

(A replacement of the old Adversarial and Unproductive Approach to Negotiation)
4. **Preventive Mediation**
5. **Self-Mediation** *(A mediation process without a 3rd impartial party)*
6. **Managerial/Leadership Mediation**
(Mediation without the involvement of a professional mediator)
7. **Executive/Professional Mediation**
8. **Introduction to the Pulse Discovery Frame in a Conversation for Change and Appreciative Inquiry** *(A way to resolve conflicts, even complex conflicts within 90 minutes)*
9. **Arbitration**
 - a. Introduction and Concept
 - b. Arbitration Rules and Choice
 - c. Steps in Conducting Arbitration Hearing
 - d. Award Writing
10. **Case Management in Dispute Resolution**
11. **Mentoring, Counseling and Coaching**
(If we fail to acknowledge our past we are doomed to repeat them)
12. **Role Plays and Simulation Exercises**

MODULE II – SPECIALISED AREAS IN ADR PRACTICE 8 Sessions (8 Weeks)

Participants will be required to choose from any two of the following

1. **Land Dispute Resolution**
 - a. Nature and forms of Land Conflicts
 - b. Reading Site Plans, Maps and Land Documents and accessing land values
 - c. Negotiating Land Disputes
 - d. Mediation of Land Disputes
 - e. Arbitration of Land Disputes
 - f. The Legal Framework on Land and Land Disputes
2. **Labour and Employment Dispute Resolution**

- a. Organizational Effectiveness *(Harnessing the skills of workforce, Resources and the process to achieve organizational vision and mission)*
 - b. Grievance Handling and Discipline
 - c. Understanding the Labour Act and related HR Legislations
 - i. *Pensions Act*
 - ii. *Workmen's Compensations Act*
 - iii. *Factories and Inspectorate Act*
 - iv. *NLC Regulations L.I. 1822*
 - v. *Labour Regulations L.I. 1833*
 3. **Negotiation and Resolution of Commercial Contracts**
 - a. Nature of Procurement Disputes
 - b. Documentation and Negotiation of Procurement Disputes
 - c. Mediation of Procurement Contract Disputes
 - d. Arbitration of Procurement Contract Disputes
 4. **Corporate Governance Dispute Resolution**
 - a. Nature of Corporate Governance Disputes
 - b. Negotiating Corporate Governance Disputes
 - c. Mediation of Corporate Governance Disputes
 - d. Arbitration of Corporate Governance Disputes
 5. **Banking and Finance**
 - a. Negotiating Loans, Mortgage and Credit Financing
 - b. Nature of Banking and Finance Disputes
 - c. Foreclosure Mediation
 - d. Arbitration of Banking and Finance Disputes
 6. **The Application of Pulse Discovery Frame in a Conversation for Change and Appreciative Inquiry**
(A way to resolve conflicts, even complex conflicts within 90 minutes)
 7. **Role Plays and Simulation Exercises**
- Featuring Guests with Strong Professional Experience in the Specialised Area**

MODULE III – ADVANCED PRACTICE OF ADR 6 Sessions (6 Weeks)

1. **Mastery of the Pulse Discovery Frame in a Conversation for Change and Appreciative Inquiry** *(A way to resolve conflicts, even complex conflicts within 90 minutes)*
 2. **International Arbitration**
 - a. International Commercial Arbitration
 - b. Evidence and Witness Management
 - c. Managing Multi Party and Complex Disputes
 3. **Strategic Leadership of Organisational Effectiveness**
 4. **Beyond intractable conflicts – Advanced Skills for Successful Conflict Handling**
 5. **Emerging Trends in Dispute Resolution**
 6. **Strategic Leadership in Resolving Disputes**
(In people mgt., Policy and Strategies for development)
 7. **Project Work Assignment**
 8. **Time with An ADR Guru**
- There will be one week break each after Modules I and II.*
- Monthly skype webinar with Dr. Nancy Love and Austin Gamey**

Target Group:

ADR Practitioners, Legal Practitioners, Human Resource Management Practitioners, Professionals in Land, Estate and Survey, Procurement Professionals, Finance and Banking Professional, Corporate Executives, Religious Leaders, Security Agencies, Chiefs and Community Leaders, Counselors, Educationists, Public and Private Regulatory Agencies and other Professionals

The Programme

This professional concept and practice of Appropriate Dispute Resolution (ADR) programme is designed to create opportunities for the development of high quality ADR professionals as well as train participants in Leadership and Organizational Effectiveness to help build strong and diverse leaders capable of responding to the growing leadership and compelling needs of communities and businesses on the Continent of Africa. The programme is to train participants to assume Impartial Leadership Roles with the touch of a masterpiece in the application of very essential skill sets in the handling and management of disputes from a diverse field of endeavour. And to successfully apply these skills in the resolution of disputes through the use of negotiation, mediation, arbitration and related mechanisms as well the PULSE Conversation Framework and Appreciative Inquiry. Participants will be required to be on Skype through-out the Continent of Africa on monthly scheduled Webinar as part of the learning and skills development.

Facilitators

Austin A. Gamey	-	<i>PULSE Certified and Master Trainer</i>
Dr. Nancy Love	-	<i>Visiting Professor and the Discoverer of the Pulse Discovery Frame</i>
Fidelis P. Seddoh	-	<i>Lead Facilitator, Arbitration(ADR)</i>
Sulemana Mahama	-	<i>Facilitator, Land Dispute Resolution(PEM.ADR).</i>
Emmanuel Acolatse	-	<i>Facilitator, Banking and Finance and Dispute Resolution.</i>
John Addei	-	<i>Facilitator, Contracts and Procurement Dispute Resolution</i>

Start Date:	February 17, 2018
Venue:	Gamey and Gamey Accra Office, next to Sam's Cottage, North Dzorwulu, Accra
Time:	9.30am - 3.30pm
Fees:	GHS 15,000.00 Per Participant
Tel:	0303-303432/0279539858/0279539877/0279539876
	www.gameyandgamey.com info@gameyandgamey.com