



LAW SOCIETY
OF SOUTH AFRICA



LEGAL EDUCATION & DEVELOPMENT



CIVIL MEDIATION TRAINING | 2018

Intensive 5-Day Course for the Legal Profession | 40-hours
Prepare attorneys to be effective mediators

About the course

As you are no doubt aware, the rules regulating the mediation process in the Magistrates' Courts were published on 18 March 2014 and came into operation on 1 December 2014. The new rules facilitate settlement of cases through mediation. Past experience has shown that mediation is a growing area of legal specialisation and, when used appropriately, can offer a valuable approach to reduce the time and costs of litigation. This course is primarily designed to prepare attorneys to be mediators. Attorneys will also be equipped to advise clients on the mediation process. When designing the course content, the Standards for Civil Mediation were taken into account.

Venues and dates

Polokwane: 14-18 May 2018

Port Elizabeth: 04-08 June 2018

Pretoria: 21-23 & 25-26 June 2018

Bloemfontein: 13-17 August 2018

Who should register?

All attorneys and candidate attorneys, especially (but not exclusively) those involved in civil litigation. Registration will be confirmed on a first-come, first-served basis. **Book now as only 20 participants accommodated per centre.**

Outline of the programme

The presenters are experienced, practising mediators and the teaching methodology will essentially be learning-by-doing, which will include working through case studies. The programme will include:

- General introduction to mediation and legal background
- Basic civil procedure pre-workshop assignment
- Mediation in the South African context
- A study of the Court-Annexed Mediation rules
- The mediation process principles, stages and methodology of mediation
- Role and function of the mediator
- Conflict management
- Essential skills in negotiation
- Adversarial processes
- Social-context and diversity awareness

- Taking control of the mediation process
- Dealing with people and building rapport
- Communication and diplomacy
- Gaining an understanding of the problems
- Confidentiality, privacy and reporting obligations
- Neutrality and impartiality
- Drafting agreements at the end of the process
- Skills required in moving towards a solution that satisfies the needs of the parties, and
- Practical skills to conduct a mediation process.

Accreditation

The LSSA has provisionally been accredited by the Dispute Settlement Accreditation Council (DiSAC) for general commercial mediation standard training. **NOTE:** DiSAC is only extending provisional accreditation for this training course as it is in the process of finalising a more detailed assessment process.

Certificate of successful completion

IMPORTANT:

Delegates are required to attend the full 5-day (40-hour) course and comply with all assessment requirements in order to receive a Certificate of Successful Completion.

ADDITIONAL REQUIREMENTS FOR CANDIDATE ATTORNEYS AND NON-ATTORNEYS:

To receive the Certificate of Successful Completion, these students must pass a **separate online multiple choice test** on Civil Procedure. Knowledge of Civil Procedure is a requirement in terms of the standards for Court-Annexed Mediation set by the Department of Justice.

Candidate attorneys registered at LEAD should use the **High Court Practice** and **Magistrate's Court Practice** manuals to study for the test. Other participants will be expected to purchase the LEAD manuals ([Click here for the order form](#)). The online test date will be advised after the delegate has registered.

Registration

Registration fee categories (VAT inclusive)

Registration fees are substantially subsidised for practising attorneys and candidate attorneys. The fees include course

material and refreshments.

- **Practising attorneys:** R5 900.00 per person
- **Practising attorneys from firms further than 150km from closest venue:** R5 100.00 per person
- **Candidate attorneys:** R4 800.00 per person
- **Non-practising attorneys/others:** R8 900.00 per person

Registration closing

Registration closes 48 hours before the event. Late registration can be made with LEAD approval.

How to register

Email the completed fillable registration form as well as your EFT **proof of payment** to annelie@LSSALEAD.org.za.

NOTE ON ACCOMMODATION: Would you be interested in affordable accommodation? The LSSA/LEAD negotiated a reduced rate with the venue where the workshop will be held. You are required to do your own booking and payment. Contact Tamara@LSSALEAD.org.za on how you will qualify for reduced rate.

Cancellation clauses

Cancellation by delegate

To cancel your registration, e-mail annelie@LSSALEAD.org.za at least 48 hours before the course start date to avoid being liable for the full fee. Refunds must be claimed in writing within 15 business days after cancellation.

Cancellation by LEAD

If you want to attend this programme, please book as soon as possible as LEAD reserves the right to cancel a learning activity should the number of delegates not justify the costs involved. Registered delegates will be given reasonable notice of cancellation.

Contact the course administrator

For more information about this course, contact Tamara Sihlangu at E: Mediation@lssalead.org.za or on T: 012 441 4673/00

TERMS AND CONDITIONS



REGISTRATION FORM

5-Day Civil Mediation Course– 2018

Complete this form *digitally* and e-mail it together with proof of payment to annelie@LSSALEAD.org.za

Venues and dates (Select venue with a ✓)

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Registration fee categories (VAT inclusive) (Select category with a ✓)

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* NB: Candidate attorneys and non-attorneys will receive a Certificate of Successful Completion only if they have passed a separate online multiple-choice test on Civil Procedure. The required study material is listed on page 2 of the brochure.

Your details

Surname:											First Name:						Title:		
ID number:																			
Gender:	<input type="checkbox"/>	F	<input type="checkbox"/>	M	Race (for transformational reporting reasons only):														
Firm/company:													City:						
Your position:																			
Tel (w):	()	Fax:	()	Cell:	()								
Email:											Docex address:								
Postal address:													Postal code:						

Special dietary requirements (if any):

If you are disabled, how can we assist you at the venue?

Where did you hear about the event?

EFT Payment (Registration will be confirmed only if the proof of payment has been received) (✓)

Payment by electronic funds transfer (EFT)	Amount:
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Account Name: Law Society of South Africa | **Bank:** FNB Pretoria | **Branch Code:** 251445 | **Account:** 6200 9641 079
Reference: NAME & SURNAME and CELL NO

Please note

1. Registration will be confirmed by LEAD only if proof of payment has been received.
2. The venue for this event will be confirmed with registration confirmation. Please wait for the confirmation before you make your travel and accommodation arrangements.
3. Fees must be paid to the designated Law Society of South Africa's (LSSA) bank account (FNB Pretoria: Account no: 6200 9641 079). The LSSA will not accept liability if fees are paid into any other account.
4. Any person who has registered for an event and fails to cancel (in writing) at least 48 hours before the event date, shall be held liable for the full fee.
5. Registration closes 48 hours before the event. Late registration can be made with LEAD approval.
6. LEAD reserves the right to cancel a learning activity should the number of delegates not justify the costs involved. Registered delegates will be given reasonable notice of cancellation.

Registration and invoice queries: Annelie Dagnin | E: annelie@LSSALEAD.org.za | T: (0)12 441 4669/00
Course queries: Tamara Sihlangu | E: Mediation@LSSALEAD.org.za | T: (0)12 441 4673/00