



Asia Masters Center

Advanced techniques of administrative investigations and disputes



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➔ Course Objective

- Complete all work in a manner consistent with professional ethics and practice, mediation process and skills, a respect for self, others, and relevant law and legislation.
- Recognize and analyze conflict situations.
- Select and apply appropriate conflict resolution and negotiation skills and techniques to enable parties to prevent and/or resolve conflicts.
- Create and implement personal and professional development plans to achieve ongoing competence in the practice of mediation and/or alternative dispute resolution professional practice.
- Analyze and produce documents required in the practice of mediation and/or alternative dispute resolution.
- Collaborate with colleagues, clients, and community to enhance professional working relationships.
- Apply knowledge of specialized substantive and procedural laws as they relate to mediation and/or alternative dispute resolution.
- Use management and administration skills in mediation and/or alternative dispute resolution practice.
- Conduct interviews to gather, screen, and disseminate information required in mediation and/or alternative dispute resolution situations.



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- Explain the process, principles, techniques and significance of mediation and/or alternative dispute resolution and how they apply to family disputes.

➔ Target Audience

- Those working in large or small organizations,
- government and commercial entities, or as entrepreneurs
- Contract administrators,
- subcontractors,
- procurement managers,
- project managers, quality assurance personnel, and others looking to advance their career
- law, business, paralegal professionals and others wishing to enter this field

➔ Course Outline

- **DAY 1**
- What is ADR? What are its purposes?
- ADR under Nigerian Law
- Approaches to Negotiation
- Introduction to Mediation
- **DAY 2**
- Mediation skills
- Advanced mediation skills
- Introduction to Restorative Justice
- **DAY 3**
- Designing ADR and RJ systems in Middle East
- Evaluating the Judiciary for ADR and RJ (elicitive, facilitated, discussion)

➤ **DAY 4**

- The Role of the Mediator,
- The Mediation Process & Role of the Mediator.
- Coming to an Agreement

➤ **DAY 5**

- Business Disputes
- Settlement Issues in the Business Sector
- Business and Personal Disputes
- Conflict Management

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null