

# MEDIATION FOR ADMINISTRATIVE LAW JUDGES

*Sunday, April 1, 2001*

Arrival at Comfort Inn-Downtown  
401 17th St. Denver, CO 80202  
303 296-0400

**4:00-7:00** Registration and Get Acquainted Reception at the Comfort Inn

*Monday, April 2, 2001*

**8:00-8:30** Registration at the Colorado Division of Administrative Hearings,  
1120 Lincoln St. Denver, CO

**8:30-8:45** Welcome

**8:45-9:00** Introduction of Faculty & Participants  
*use to establish participants' goals for the week*

**9:00-10:00** Mediation: the Process, Philosophy, and use in Administrative Law  
*panel: Bert Harberson, Nancy Lynch, Phyllis Reha, and Marshall Snider*

**10:00-10:15** Break

**10:15-11:15** Negotiation Theory, Styles, and Techniques - Practice Problems  
*Bert Harberson*

**11:15-12:30** Small-group exercises, critique, and discussion - Teams will work together with  
certified mediators to practice throughout the program.

**12:30-1:15** Lunch - groups by hearing types: complex litigation, environmental cases, special  
education cases, personnel/civil service cases, certificate of need application  
cases, etc. Discussion of problems during lunch.

**1:15-2:00** Mediation Process: An Overview

**2:00-3:00** Simulation of abbreviated Mediation

**3:00-3:15** Refreshment Break

**3:15-3:45** Discussion of Simulated Mediation

**3:45-4:30** Communication Skills for Mediators  
*Marshall Snider & Phyllis Reha*

**4:30-5:15** Practice Skills - Communication

**5:15-5:30** Wrap-Up questions, preview of tomorrow

*Tuesday, April 3, 2001*

**8:00-8:30** Mediator's Introduction  
*Marshall Snider*

**8:30-9:30** Practice Skills-Mediator's Introduction

**9:30-10:15** Conflict Resolution & Alternative Dispute Resolution Processes  
*Nancy Lynch*

**10:15-10:30** Break

**10:30-11:45** Standards of Professional Conduct / Ethics for Mediators  
*Marshall Snider, Phyllis Reha, Bert Harberson*

- 11:45-12:00** Evaluating Cases - Suitability for Mediation  
*Nancy Lynch*
- 12:00-12:30** Lunch and discussion of problem
- 12:30 - 1:30** Mediators Guide to Human Behavior - Self-knowledge  
& Increased Awareness of Personal Differences  
*Nancy Lynch*
- 1:30-2:30** Mediation Process-Getting off to a Good Start
- 2:30-3:15** Practice Skills - Mediator Techniques
- 3:15-3:30** Break
- 3:30-4:30** Mediation Process - Controlling the Mediation  
*Marshall Snider & Bert Harberson*
- 4:30-5:15** Practice Skills - Techniques of Control
- 5:15-5:30** Review, Wrap-up, Questions

*Wednesday, April 4, 2001*

- 8:00-9:00** Mediation Process - Getting to Resolution  
*Phyllis Lynch & Bert Harberson*
- 9:00-10:15** Practice Skills - Techniques of Resolution
- 10:15-10:30** Break
- 10:30-12:00** Mediation Process - Special Problems and Opportunities  
*Panel*
- 12:00 - 12:30** Lunch in Small Groups discussing problems
- 12:30-1:30** Writing the Agreement  
*Phyllis Reha*
- 1:30-2:15** Practice Skills - Writing Agreements
- 2:15-2:30** Break
- 2:30-4:30** Mediation Skills - Full Process Role Play I
- 4:30-5:30** Discussion of Mediation Exercise I

*Thursday, April 5, 2001*

- 8:00-8:30** Co-mediation - What is it? Should I use it?  
*Nancy Lynch*
- 8:30-9:15** The Challenges of Multi-Party Environmental Mediation  
*Bert Harberson*
- 9:15-9:30** Break
- 9:30-11:30** Multiparty Mediation Exercise  
*Bert Harberson*
- 11:30-12:30** Discussion of Multiparty Mediation Exercise
- 12:30-1:00** Lunch
- 1:00-3:00** Mediation Skills Examination II
- 3:00-3:15** Break
- 3:15-5:15** Mediation Skills Examination III

*Friday, April 6, 2001*

**8:00-9:00**      **Discussion of Mediations II & III**  
**9:00-11:00**    **Mediation Skills Examination IV**  
**11:00-11:15**   **Break**  
**11:15-1:15**    **Mediation Skills Examination V**  
**1:15-1:45**     **Lunch**  
**1:45-2:45**    **Discussion of Mediations IV & V**  
**2:45-3:15**    **Evaluations ad Closing Comments**  
**3:15**          **Departure**

*Initial Groups:*

- a**    **Albert C. Harberson**
- b**    **Honorable Nancy Lynch**
- c**    **Honorable Phyllis Reha**
- d**    **Honorable Marshall Snider**
- e.**   **Meg Scott Phipps**