



MEDIATION FOR THE FEDERAL SECTOR

From improving performance to reconciling clashing work styles, this certificate provides you with the skills to mediate and assist federal employees in exploring mutually acceptable resolutions to their disputes. It is a professional development opportunity to improve performance by helping colleagues navigate disagreements. This cohort-based program begins with a focus on fundamentals such as understanding interest-based negotiation and learning a four-step mediation process. Then, advanced practice classes add depth and complexity to specific elements of mediation.

REQUIREMENTS AND COHORT SCHEDULE

This cohort-based program is offered as a series of seven (7) workshops varying in length from half-day to 3.5 days. Upon successful completion of this program, participants will receive a professional certificate. Past program graduates have gone on to join federal mediation programs in various agencies, including the Sharing Neutrals Program.

Who should attend? Federal employees or consultants looking to mediate in federal agencies or build a private mediation practice.

This program follows a cohort model and all courses must be completed in the order outlined below.

Course Requirements	Course Objectives	Course Length	Cost
ADR: Beyond Mediation <i>July 9, 2020</i> <i>8:30am-12:45pm</i>	<ul style="list-style-type: none"> Recognize differences and commonalities between alternative dispute resolution processes. 	0.5 days	\$265
Negotiation Skills <i>July 30, 2020</i> <i>8:30am-5pm</i>	<ul style="list-style-type: none"> Consider the benefits of interest-based negotiation. Demonstrate interest-based negotiation skills. 	1 day	\$450
Mediation Skills and Process <i>August 18-21, 2020</i> <i>Days 1-3: 8:30am-5pm</i> <i>Day 4: 8:30am-1pm</i>	<ul style="list-style-type: none"> Learn the fundamental principles of mediation and understand the role of the mediator in conducting the process. Demonstrate the process knowledge and communication skills needed to mediate workplace disputes in the federal government. 	3.5 days	\$1,290
Preparing Memoranda and Agreements <i>August 21, 2020</i> <i>2-5pm</i>	<ul style="list-style-type: none"> Identify agreement writing best practices. Practice applying best practices to writing mediated agreements. 	0.5 days	\$200



Mediation Practicum: Federal Workplace <i>August 28, 2020 8:30am-5pm</i>	<ul style="list-style-type: none"> • Demonstrate knowledge of mediator tools and techniques by analyzing mediator behavior observed in workplace role-play scenarios. • Identify potential ethical dilemmas given the case scenario observed and discuss appropriate intervention options. • Practice mediator skills in workplace mediation role-play scenarios. 	1 day	\$450
Mediating Complex and Multiparty Cases <i>September 16, 2020 8:30am-5pm</i>	<ul style="list-style-type: none"> • Describe the characteristics of a complex mediation including use of technology, the role of attorneys, disputants, and subject matter experts. • Practice strategies to address complexities that may arise in federal workplace mediation. 	1 day	\$450
Mediating EEO and Workplace Disputes <i>September 24, 2020 8:30am-5pm</i>	<ul style="list-style-type: none"> • Identify how mediation fits within the informal and formal EEO process. • Practice facilitating resolution of federal workplace disputes. 	1 day	\$450
Total		8.5 days	\$3,555

PROGRAM INSTRUCTORS

Program instructors bring extensive experience in mediation, working in the federal government and adult learning. They combine theory and practice to create an engaging learning experience.

Tracey Pilkerton Cairnie, MA, PCC

Tracey Pilkerton Cairnie is a court certified mentor mediator, ICF certified coach, facilitator, and trainer. Mrs. Cairnie holds an advanced degree in Conflict Analysis and Resolution and an undergraduate degree in Public Administration. She specializes in relationship and group dynamics, as well as management and leadership optimization, and she mediates resolutions and provides coaching to individuals and teams. Mrs. Cairnie works closely with her clients to clearly articulate the issues, interests, and desired outcomes. Dispute resolution services include issues in the workplace (EEO, interpersonal relations, intra-agency dynamics), community (land use, tenant/landlord, public policies, HOAs), families (property distribution, parenting plans, custody, visitation, adoptions), business (management/labor, contracts, generational planning, change management, strategic planning), and other services as required. Mrs. Cairnie is an adjunct-professor at George Mason University where she teaches collaborative communication, mediation, and negotiation skills as well as conflict theory and alternative dispute resolution.



James R. Meditz, MA

James Meditz is a mediator, facilitator, consultant, and trainer in conflict resolution in employment, workplace, commercial, family, separation, divorce, elder, and community situations for private clients and federal and state agencies. He is a certified mediator and mentor mediator under the guidelines established by the Judicial Council of Virginia for court-referred cases. He also is certified as an instructor for the *Mediation Practicum: Federal and Commercial Mediation Role Play, Mentoring New Mediators; Mediator Peer Consultation – Facilitator Training*; and as a facilitator for the *Mediator Peer Consultations (MPC)/Professional Development Group*. He is certified in the use of the Conflict Dynamics Profile®; Licensed as a Coaching Clinic® Facilitator; is an instructor in conflict management and related communications and supervisory skills; and provides conflict-management coaching for various clients. Prior to becoming a mediator, Mr. Meditz worked for several federal agencies for more than 30 years on national security issues, retiring as a senior executive. He worked with colleagues from numerous federal agencies and the military services in domestic and international settings. He retired from the Navy Reserve as a Captain. Mr. Meditz holds an MA Degree in International Relations from Boston University, a BA in Chemistry from the University of North Carolina–Chapel Hill and is a graduate of the National Defense University/National War College and the OPM Federal Executive Institute.

James Q. Pope, MSW, JD

James Q. Pope is an attorney, mediator, and consultant in conflict management and subjects related to workplace conflict, employee relations, civil disputes and divorce. Mr. Pope has conducted U.S. Department of State sponsored mediation trainings for the governments of Israel and Palestine, and has mediated and conducted conflict management, mediation and negotiation trainings for numerous public and private agencies and organizations, including the U.S. Postal Service, the U.S.D.A., the Department of the Navy, N.O.A.A., NASA, NEA, the F.A.A., the Air Force, the U.S. Forest Service, the World Bank and the Arkansas Supreme Court. Jim is currently an adjunct professor at the Catholic University Columbus School of Law and at George Mason University School of Law where he teaches mediation and arbitration. He was a founder of the Fairfax County General District Court Small Claims mediation program, and of the Alternative Dispute Resolution Section of the Fairfax County Bar Association.

John (Norval) Settle, MPA, JD

John Settle has over twenty years of experience as a mediator and trainer. He is certified as a mediator and Mentor Mediator by the Supreme Court of Virginia, and he holds Advanced Workplace Mediator status from the Association for Conflict Resolution. He heads his own mediation and consulting firm (SETTLEMENT Associates, LLC) and is among the cadre of consultants for several national firms providing ADR services. He has been a trainer and mediator with the Northern Virginia Mediation Service since 1998. He is a contract mediator for three offices of EEOC (including EEOC's internal "Resolve" program) and has mediated and trained for many federal agencies. He served as the contract Ombudsman for the U.S. Architect of the Capitol. Mr. Settle is on the faculty of George Washington University's Center for Excellence in Public Administration, teaching conflict management and negotiation skills, and has taught negotiation skills at GWU Law School. He is a retired member of the Virginia Bar. Mr. Settle formerly held senior federal management positions, and he received the Presidential Award of Meritorious Executive in the Senior Executive Service.



Michael West, MS

Michael West has over twenty five years of mediation and training experience and a unique blend of upper level management, coaching, conflict resolution, and academic credentials. Mr. West is an executive leadership coach for senior-level leaders within the federal government. He specializes in trainings and coaching for senior executives, managers, supervisors, and employees of all levels in dispute management and resolution, leadership, management skills, team-building, communication, and relationship awareness skills. Mr. West presents at state and national conferences and has been a guest speaker on conflict resolution, basic and advanced training, for federal agencies, the Paul H. Nitze School of Advanced International Studies (SAIS), Johns Hopkins George Washington University, federal and private sector managers and employees, attorneys, therapists, and other professionals. He received a Master of Science in Conflict Analysis and Resolution from George Mason University, a Bachelor of Science in Criminal Justice, and a graduate of Scotland Yard Inspectors' Course (London, England), and is qualified to administer the Strength Deployment Inventory, Myers Briggs Type Indicator, the Emotional Intelligence (EQi) and the Conflict Dynamics Instrument. He is a certified coach with the International Coaching Federation and holds a Certificate in Executive Leadership Coaching from Georgetown University. Mr. West previously taught at the School for Conflict Analysis and Resolution, George Mason University.