



ADR Institute of Saskatchewan  
Affiliate - ADR Institute of Canada



## INSTRUCTOR



**Anne M. Wallace, Q.C., LL.B.,  
C.Arb, C.Med, CTAJ, IMI  
Cert.,** Anne Wallace Legal  
Professional Corporation.

A lawyer for more than 30 years, since 2007 Anne works exclusively as a dispute resolution neutral, instructor and trainer. She is a labour arbitrator, mediator, conciliator and investigator and performs other adjudicative functions. Anne instructs tribunal members, tribunal staff and advocates in the Foundation of Administrative Justice's certificate program in administrative justice, and is ADRSK's instructor for this Introductory Arbitration Course.

*The ADR Institute of Canada  
**National Introductory  
Training Programs** are  
delivered exclusively through  
highly qualified Trainers who  
have been accredited to  
deliver the programs by ADR  
Institute of Canada.*



## COURSE LOCATION

**Queen's House (Salon C)**  
601 Taylor Street W.  
Saskatoon, SK S7M 0M8  
(306) 242-1916

# ADRSK—National Introductory Arbitration Course

November 14, 15, 16, 29 and 30, 2017

8:00am - 5:00pm daily

Queen's House, Saskatoon, SK

This comprehensive, 40 hour program includes:

- ❖ An introduction to the arbitration process and its various applications
- ❖ How to conduct an arbitration hearing
- ❖ How to write an arbitration award

## PROFESSIONAL DESIGNATIONS

Once successfully completed, this course fulfills the educational requirements for the ADR Institute of Canada's national designations of Qualified Arbitrator (Q.Arb) and Chartered Arbitrator (C.Arb).

## WHO SHOULD TAKE THIS COURSE

- ❖ Aspiring arbitrators including:
  - Lawyers wishing to add arbitration to their practice.
  - Mediators wishing to augment their ADR practice.
  - Union Representatives, Management and Specialists in Human Resources and Labour Relations.
  - Insurance Adjudicators, Investigators, Chairs of Adjudication Panels, Tribunal Members, Accountants, Engineers and other professionals.
- ❖ Pre-requisites: No prior arbitration training or qualifications required.

## LEARNING OBJECTIVES

- ❖ Become familiar with arbitration as a process.
- ❖ Compare arbitration, mediation, negotiation and litigation and understand their differences.
- ❖ Become aware of the various applications for arbitration.
- ❖ Become fluent in the arbitration act in your jurisdiction.
- ❖ Know the key objectives of arbitration.
- ❖ Understand the role and responsibilities of the arbitrator.
- ❖ Learn the stages of an arbitration file.
- ❖ Learn about running a fair arbitration hearing.
- ❖ Understand the concept of evidence in arbitration hearings.
- ❖ Understand the role of contract law in arbitration.
- ❖ Be introduced to the modern method of interpretation of contracts and legislation.
- ❖ Learn about good decision making and gain practice in decision making as the arbitrator.
- ❖ Learn about good decision writing and gain practice in writing awards.
- ❖ Gain practice in dealing with ethical dilemmas.

### PROFESSIONAL DEVELOPMENT CREDITS

- ❖ Approved by the Law Society of Saskatchewan for 38.0 CPD Hours (including 3.0 hours Ethics).
- ❖ Earn 50 CEE points from the ADR Institute of Canada for C.Meds and Q.Meds.



## INCLUDED IN YOUR REGISTRATION FEE

- ❖ The National Introductory Arbitration Course *Pre-Course* Material (to be completed by students before the start of the course).
- ❖ The National Introductory Arbitration Course *Course Manual*.
- ❖ The textbook *A Portable Guide to Evidence* by Michael Doherty.
- ❖ Power Points, resources, exercises and other handouts for the Course.
- ❖ The Arbitration Act of Saskatchewan - please download it from here:  
<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/A24-1.pdf>
- ❖ Refreshment breaks on all five days; Lunch on all five days.



## STRUCTURE OF THE COURSE

- ❖ Before the course, we will send you Pre-Course Materials including reading and exercises to be completed before to the start of the course. You should set aside three to four hours to do this work.
- ❖ The five-day course includes lectures by the Instructor, small and large group discussions and in-class exercises.
- ❖ At the end of each of Day One, Day Two and Day Four, the Instructor assigns homework that should take no more than an hour.
- ❖ At the end of Day Three, the Instructor assigns you an exercise where you will make the decision and write a practice award. The Instructor reviews the practice awards and provides feedback to each student. This exercise can take several hours to complete.
- ❖ On the afternoon of Day Five, the students view a mock arbitration case. Students are then asked to make and write the award for the case within thirty days after the conclusion of the course. A student must obtain a pass mark of 65 on their award. Students are provided with the marking criteria along with the material for the exam.

## COURSE FEES & ONLINE REGISTRATION

**Members:** \$1995 plus GST  
**Non-Members:** \$2295 plus GST

**Members:** Register via your [Member Portal](#)  
**Non-Members:** Register [via this link](#)

**Registration deadline:** November 8, 2017

**REGISTER EARLY! Space is limited and spots will be filled on the basis of PAID Registration Fees.**

### **Cancellation Policy:**

Request for cancellation must be received in writing. Requests received on or prior to October 23, 2017 receive a full refund less a \$100 administration fee; after October 23 to November 6, 2017, receive a full refund less a \$200 administration fee; on or after November 7, 2017, receive a full refund less a \$680 administration fee.

## MORE ABOUT YOUR INSTRUCTOR

**Anne M. Wallace, Q.C., LL.B., C.Arb, C.Med, CTAJ, IMI Cert.** Anne is a lawyer who since 2007 works exclusively as a dispute resolution neutral, instructor and trainer. Anne is an arbitrator, mediator, adjudicator, investigator and conciliator. She holds both the Chartered Arbitrator and Chartered Mediator designations conferred by the ADR Institute of Canada. In April 2010, she became one of the first seven people (the first in Saskatchewan) to achieve the CTAJ (Certificate in Tribunal Administrative Justice) earned through the Foundation of Administrative Justice. She is an IMI (International Mediation Institute) Certified Mediator.

Anne's work includes arbitration, mediation, conciliation and investigations in labour and employment. It also includes Indian residential schools adjudication, personal injury mediation, domain name dispute arbitration, and commercial mediation and arbitration. Anne is an instructor with the Foundation of Administrative Justice, teaching various topics in the Foundation's training programs for members and staff of administrative tribunals and for those who appear before tribunals, including labour arbitration boards.

Anne is Past President of the ADR Institute of Saskatchewan, and sits on the board of the ADR Institute of Canada. Anne has been actively involved in the Canadian Bar Association throughout all her years of practice, including serving as President of the Saskatchewan Branch in 2004-2005.

In 2004, *Saskatchewan Business Magazine* named Anne one of Saskatchewan's *Women of Influence*.