

Welcome to the Course

News forum

Welcome to Train the Mediator File

## Topic 1

Day 1 - Introduction to Course & Materials

Choosing Colors File

Day 1 Recording URL

Practice Exam Questions #1 Quiz

## Topic 2

Day 2 - Setting Expectations & Meeting Participant Needs

Setting Expectations Article File

10 Tips to Setting Expectations File

Sample Brochure File

Day 2 Recording URL

Practice Exam Questions #2 Quiz

## Topic 3

Day 3 - Elements of Successful Training

ADR to the Government File

Getting Government Money with Your Skills URL

Hidden from students

Day 3 Recording URL

Practice Exam Questions #3 Quiz

## Topic 4

Day 4 - Market Research

Market Research Article File

Sample Seminar Topic File

Day 4 Recording URL

Practice Exam Questions #4 Quiz

## Topic 5

Day 5 - Setting Up Your Name & Business

YouTube Business Name Video URL

YouTube Business Structure Video URL

Advisory Board Article File

List of Top Hosting Companies File

Free Website Hosting Companies File

Day 5 Recording URL

Practice Exam Questions #5 Quiz

## Topic 6

Day 6 - Choosing Your Business Location & Office Set Up

YouTube PayPal vs. Merchant Account Video URL

YouTube How to Set Up Your PayPal Merchant Account Video URL

Setting Up a Nonprofit Organization File

Credit Card Processing File

Sample Letterhead Word Format File

Low Cost Merchant Account File

Day 6 Recording Part 1 URL

Day 6 Recording Part 2 URL

Setting Up a "Buy Now" Button on PayPal URL

Setting Up a Free Email Account URL

Practice Exam Questions #6 Quiz

## Topic 7

Day 7 - Determining Finances

Direct Mail Marketing URL

Direct Mail Response Rate URL

Train-the-Trainer Tips URL

Day 7 Recording URL

Practice Exam Questions #7 Quiz

## Topic 8

Day 8 - Your Business Equipment

Business Expenses & Tax Deductions File

Day 8 Recording Part 1 URL

Day 8 Recording Part 2 URL

Practice Exam Questions #8 Quiz

## Topic 9

Day 9 - The Media

YouTube Free Advertising Tips URL

YouTube Free Advertising URL

Hidden from students

Creating a Promotional Kit File

YouTube Effective Ways to Promote Website URL

Online Video Advertising URL

Hidden from students

Funny Video About Public Relations URL

Promotional Kit Article File

Day 9 Recording URL

Practice Exam Questions #9 Quiz

## Topic 10

Day 10 - Direct Mail Advertising & Postcard Marketing

Article 1 File

Article 2 File

YouTube Postcard Marketing URL

YouTube Postcard Marketing 2 URL

Sample Postcard Back File

Postcard Template File

Day 10 Recording URL

Practice Exam Questions #10 Quiz

## Topic 11

Day 11 - Applying for Provider CEU

Sample CLE Application File

Sample Approval for CLE/ADR File

2011 Holiday Schedule File

Sample Certificate File

Day 11 Recording URL

Practice Exam Questions #11 Quiz

## Topic 12

Day 12 - Create Powerful Openings for Your Seminars

Opening & Closing Your Seminar File

Day 12 Recording URL

## Topic 13

Day 13 - Adult Learning Theory

Andragogy vs. Pedagogy URL

Adult Learning Styles and Training Methods File

Day 13 Recording URL

Practice Exam Questions #13 Quiz

## Topic 14

Day 14 - Creating Customized Programs

Training Needs Analysis Template File

Template Package for Customizing Training URL

How to Make a Needs Analysis Template File

Guidelines for Writing Learning Objectives File

Example Needs Analysis--Real Estate URL

YouTube Excel Needs Analysis Instructions URL

YouTube How to Conduct a Training Needs Analysis URL

Sample Pricing for Training File

Sample Pricing for Training 2 File

Sample Pricing for Training 3 File

Day 14 Recording URL

Day 14 Recording (Large) URL

Practice Exam Questions #14 Quiz

## Topic 15

Day 15 - Dealing with Difficult Participants

Handout File

YouTube Dealing with Difficult People URL

YouTube Dealing with Difficult People at Work URL

Day 15 Recording URL

Practice Exam Questions #15 Quiz

## Topic 16

Day 16 - 20 Alternatives to Lectures

Free Webinar 11/18/10--How to Explode Your Business URL

Day 16 Recording URL

Practice Exam Questions #16 Quiz

## Topic 17

Day 17 - Adult Learning Principles

Day 17 Recording URL

Practice Exam Questions #17 Quiz

## Topic 18

Day 18 - Pricing Training for Success

Calculation Worksheet File

Day 18 Recording URL

Practice Exam Questions #18 Quiz

## Topic 19

Day 19 - Registering Seminar Participants

Sign-In Sheet File

Registration Form File

Website Survey URL

Hidden from students

Name Tag Template File

Day 19 Recording URL

Practice Exam Questions #19 Quiz

## Topic 20

Day 20 - Setting Up the Room

Day 20 Recording URL

Practice Exam Questions #20 Quiz

## Topic 21

Day 21 - Presentation & Facilitation Skills

YouTube Killer Presentation Skills URL

How to Improve Your Presentation Skills URL

YouTube Knock Out Presentation URL

YouTube What to do with Your Hands URL

YouTube Eye Contact URL

YouTube First Opening URL

YouTube 3 Keys to Public Speaking URL

YouTube Storytelling URL

YouTube Using Humor URL

Lesson 21 Recording URL

Practice Exam Questions #21 Quiz

## Topic 22

Day 22 - Follow-Up Lesson Evaluations

Sample Lesson Evaluation File

Day 22 Recording URL

Practice Exam Questions #22 Quiz

Class Exercises File

## Topic 23

Day 23 - Setting Up Your Systems

Sample Registration Letter File

Registration Checklist File

Ordering System File

Day 23 Recording URL

## Topic 24

Day 24 - Finding Free Venues

YouTube Negotiating Hotel Contracts URL

Day 24 Recording URL

Practice Exam Questions #24 Quiz



## Topic 25

Day 25 - Finding Seminar Participants & Targeted Lists

Free 52 Week Seminar Marketing Course URL

Direct Marketing Certification URL

Seminar Marketing Company URL

Free Seminar Marketing Resources URL

Day 25 Recording URL

Practice Exam Questions #25 Quiz

## Topic 26

Day 26 - Curriculum Day 1 & 2 Basic Mediation Course

PACE Test File

Draft Copy - Basic Mediation Manual File

## Topic 27

Day 27 - Day 1 & Day 2 Curriculum Advanced Mediation Training

Day 1 - Advanced Mediation Recording URL

Day 2 - Advanced Mediation Recording URL

## Topic 28

Day 28 - Day 3, 4 & 5 Advanced Mediation

Purchase Video for Day 3 URL

PowerPoint Handout File

Advanced Role-Play Exercises File

ADVANCED MEDIATION TRAINING MANUAL File

## Topic 29

Day 29 - Power of a Website & Free Website Marketing

Auto Responder Magic File

YouTube Writing Copy for Your Website URL

Article-Writing Copy File

Instant Sales Letters URL

Day 29 Recording URL

Practice Exam Questions #29 Quiz

## Topic 30

Day 30 - Getting Started Immediately & Certification Examination

One Page Marketing Plan File

Qualities of Leadership URL

Creed to Live By File

Mediator Trainer Certification Page

Mediator Trainer Certification Examination Quiz

End of Course Evaluation & Graduation Application URL

Request for Certification Documents