CONFLICT MANAGEMENT INSTITUTE

EMPLOYER SUMMARY

FOR THE PERSON APPROVING THIS REQUEST

FOUNDATIONS OF INTERNAL WORKPLACE MEDIATION

6 hours · one live virtual day · four 2027 dates

A one-day introduction to internal workplace mediation built on the Workplace Mediation curriculum. It gives an HR professional a structured, repeatable process for resolving employee friction before it reaches a formal grievance, with 6 SHRM and HRCI credits.

WHY FUND THIS

1. **A low-cost first step.** One day and $397 gives your team a shared framework for workplace disputes, and shows whether the full Professional Certificate in Workplace Mediation fits your needs.
2. **Credits in one day.** 6 SHRM PDCs and 6 HRCI hours, approved, from a single live session with no travel.
3. **Nothing wasted if you upgrade.** The full Foundations tuition applies toward the Workplace Mediation certificate if your employee upgrades within 30 days of completion.

WHAT YOUR EMPLOYEE GAINS

- **6 SHRM PDCs and 6 HRCI hours:** in a single day
- **The Internal Mediator's Starter Kit:** PDF scripts and templates you can use right away
- **A path to Workplace Mediation:** 100% of your tuition applies toward the full Professional Certificate in Workplace Mediation if you upgrade within 30 days
- **A clear blueprint:** of the full mediation process before you commit to three days

RECERTIFICATION CREDITS

6 SHRM · 6 HRCI

Conflict Management Institute is a SHRM Recertification Provider and an HRCI pre-approved provider. This program is approved for 6 SHRM PDCs and 6 HRCI (General) recertification credit hours. Credit details are issued to the participant on completion.

2027 DATES	FORMAT	INVESTMENT	TEAM RATES
February 10, 2027 **May 12, 2027** **September 15, 2027** **October 27, 2027**	**Live virtual** One day, 10:00 AM ET / 9:00 AM CT start, on Zoom	**$397 per person** Applies in full toward Workplace Mediation within 30 days. Invoice and W-9 on request	**5% to 15% off** 2–4 seats 5%, 5–9 10%, 10+ 15%

Led by Faith Knight. Founder of Knight Mediations, with 20+ years and 1,500+ mediations conducted. Florida Supreme Court Certified Circuit Civil Mediator, Oklahoma Supreme Court Certified Civil and Family Mediator, and Distinguished Credentialed Mediator with the Texas Mediator Credentialing Association. Master's degree in HR and Business.

Register: conflictmanagementinstitute.org/products/foundations-internal-workplace-mediation
Invoice or W-9: support@conflictmanagementinstitute.org
Questions: James Hubbs, Client Success Manager · james@conflictmanagementinstitute.org · 918-779-0010

CONFLICT MANAGEMENT INSTITUTE

TRAINING REQUEST

FILL IN, SIGN, AND HAND TO YOUR MANAGER

REQUEST TO ATTEND FOUNDATIONS

TO (APPROVER)

FROM (EMPLOYEE)

JOB TITLE AND DEPARTMENT

DATE

I'm requesting approval to attend Foundations of Internal Workplace Mediation from the Conflict Management Institute, a 6-hour live virtual course. It gives me a structured process for resolving employee disputes before they become formal grievances, and it earns 6 SHRM PDCs and 6 HRCI recertification hours. The full tuition applies toward the Professional Certificate in Workplace Mediation if I upgrade within 30 days.

COHORT I'M REQUESTING (2027)

- ☐ February 10
- ☐ May 12
- ☐ September 15
- ☐ October 27

COST AND TIME

$397 tuition
Applies in full toward Workplace Mediation within 30 days

1 day
Live on Zoom, 10:00 AM ET / 9:00 AM CT start; no travel cost

6 + 6 credits
SHRM PDCs and HRCI (General) hours, approved

HOW I'LL USE THIS IN OUR ORGANIZATION

APPROVAL

☐ Approved ☐ Not approved

APPROVER NAME AND TITLE

BUDGET OR COST CENTER

SIGNATURE

DATE

To pay: register by card at conflictmanagementinstitute.org/products/foundations-internal-workplace-mediation, or email support@conflictmanagementinstitute.org for an invoice or W-9. Questions go to **James Hubbs**, Client Success Manager, at james@conflictmanagementinstitute.org or 918-779-0010.