CONFLICT MANAGEMENT INSTITUTE

EMPLOYER SUMMARY

FOR THE PERSON APPROVING THIS REQUEST

PROFESSIONAL CERTIFICATE IN WORKPLACE MEDIATION

20 hours over three days · live virtual · four 2027 cohorts

This program trains an employee to mediate internal workplace disputes: peer conflicts, manager–employee standoffs, and grievances, using a structured, legally grounded process. It is a risk-management and cost-containment capability that lives inside the people function.

WHY FUND THIS

1. **Reduce outside spend.** Outside mediators run $300–$500 an hour and must be briefed on a culture they don't know. A trained internal specialist resolves disputes without that cost or ramp-up.
2. **Contain risk.** Every conflict that escalates is a potential charge, claim, or resignation. Early, structured mediation resolves issues before they become liabilities or open roles to backfill.
3. **Build lasting capability.** This is not a one-off webinar. Your employee returns with a repeatable seven-stage framework, ready-to-use templates, and supervised practice, applied the following week and for years after.

WHAT YOUR EMPLOYEE GAINS

- **The Professional Certificate in Workplace Mediation:** lifetime, with no renewal, no expiration, and no fees, earned through active practice with no exam
- **A mediator's toolkit:** scripts, intake forms, and Memorandum of Understanding templates you use on the job right away
- **Supervised practice:** full-day live role-plays on power imbalances and high-emotion disputes
- **Neutral language:** for mediating between leadership and staff without taking sides

RECERTIFICATION CREDITS

20 SHRM · 20 HRCI

Conflict Management Institute is a SHRM Recertification Provider and an HRCI pre-approved provider. This program is approved for 20 SHRM PDCs and 20 HRCI (General) recertification credit hours. Credit details are issued to the participant on completion.

2027 DATES	FORMAT	INVESTMENT	TEAM RATES
February 10–12, 2027 **May 12–14, 2027** **September 15–17, 2027** **October 27–29, 2027**	**Live virtual** 10:00 AM ET / 9:00 AM CT start, on Zoom	**$997 per person** Early bird $847 until 26 days before each cohort. 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/certified-workplace-mediation-specialist
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 WORKPLACE MEDIATION

TO (APPROVER)

FROM (EMPLOYEE)

JOB TITLE AND DEPARTMENT

DATE

I'm requesting approval to attend the Professional Certificate in Workplace Mediation from the Conflict Management Institute, a 20-hour live virtual program over three days. The program trains me to resolve workplace disputes early, before they become formal complaints, claims, or resignations, and it earns 20 SHRM PDCs and 20 HRCI recertification hours. The certificate is lifetime, with no renewal fees later.

COHORT I'M REQUESTING (2027)

- ☐ February 10–12
- ☐ May 12–14
- ☐ September 15–17
- ☐ October 27–29

COST AND TIME

$997 tuition
$847 early bird; team rates of 5% to 15% for 2+ seats

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

20 + 20 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/certified-workplace-mediation-specialist, 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.