

THE CENTER FOR ALTERNATIVE DISPUTE RESOLUTION

POST OFFICE BOX 4744 · CROFTON, MD 21114

T. (301) 313-0800 · F. (301) 313-0038

REGISTRATION ANNOUNCEMENT

ADR 510 - Negotiation, Collaborative Problem-Solving and Third Party Roles

Dates: October 18, 19, 25, and November 1, 2017

Time: 9:30 a.m. - 4:00 p.m.

Negotiation is an essential skill in all aspects of life. This course provides an in-depth view of the theory, process, and practice of negotiation in a variety of settings and processes of a variety of third-party roles designed to resolve conflict situations. The assigned readings and classroom discussion will explore the process, techniques, communication (verbal and nonverbal), and other factors that influence these interpersonal transactions. In addition to class attendance (all scheduled dates above), participants are required to complete a course assignment/project and purchase the course textbook prior to the first day of class.

If you are interested in registering for ADR 510, we encourage you to register early (enrollment is limited). In order to reserve your space, a \$200 (non-refundable) deposit or the full registration fee is required. Please make your check payable to *Center for ADR/CCDR* and mail to *Post Office Box 4744, Crofton, MD 21114-4744*, by **August 29, 2017** to receive the early rate. A \$200 late fee will be assessed to all registrations received after the **29th**. The course will be held at the Center for ADR (7315 Hanover Parkway, Suite C, Greenbelt, MD 20770).

Cancellation Policy: We require written notice of all cancellations. If you must cancel, please send written notice no later than **September 15, 2017**. There will be a **\$50** administrative fee charged for all canceled registrations before **September 15th**. **No refunds will be given after September 15, 2017**. Registrants who do not attend and have not canceled by the cancellation date are liable for the entire registration fee. Substitutes for registered participants are accepted at any time without charge.

Questions: Please contact the Center at (301) 313-0800.

Course: ADR 510 - Negotiation, Collaborative Problem-Solving and Third Party Roles

Name _____

Organization _____

Street Address/PO Box _____

City/State/Zip _____ E-Mail _____

Telephone _____

(work)

(home or cell)

(fax)

\$675 early registration fee if received by **August 29, 2017**

\$875 late registration fee if received after **August 29, 2017**

Credit Card: Visa MasterCard Discover

Credit Card #: _____ **Name on card:** _____

Expiration date: _____ **CVW #:** _____ **Credit Card Street Billing Address:** _____

Credit Card Billing City, State and Zip Code: _____

Signature: _____