

## **Instituto Hispano de Negocios y Entrenamiento**

El Instituto Hispano de Negocios y Entrenamiento de Montgomery College ofrece clases de negocios y entrenamientos en español y bilingües que capacitan a la comunidad hispana del área para que ésta compita exitosamente en el mercado laboral. Para más información contactarse con [Liz.Sepulveda@montgomerycollege.edu](mailto:Liz.Sepulveda@montgomerycollege.edu) ó al 240-567-3824/3823 ó visite <http://cms.montgomerycollege.edu/wdce/bits/hispanicbusinessinstitute.html>

### **— Negocios —**

### **Mediation Training (Bi-lingual)**

*Note: To apply for this course you must be able to speak, understand, read and write both English and Spanish. The course book is in English, and instruction will be conducted primarily in English. Class activities and mediation role plays will be conducted in both English and Spanish.*

This 45-hour course offers you a how-to-guide for conducting mediation of various types of conflicts. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance power and write agreements. You will also be introduced to conflict theory to assist you in exploring you own conflict style and how that may help or hinder your mediation practice. This course fulfills the requirements of Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. The course is approved for 45 hours from the Maryland Board of Social Work Examiners. Upon successful completion of the course, students will be invited to observe and work with experienced volunteer mediators of the Conflict Resolution Center of Montgomery County (CRCMC). Reduced tuition made possible by a partnership with CRCMC. TWA

**Course: HBI176      45 Hours**  
**\$225 + \$100 fee = \$325 Non-Md. residents add \$160 \***

#### **Rockville Campus**

**CRN#: 44098      6 Sessions      F,S,U**  
**6/1-6/10      5:30-9:30 p.m. (F)**  
**8:30 a.m.-5:45 p.m. (S,U)**

*\* Seniors 60 years and above, pay fee only*

**MONTGOMER**  
**COLLEGE**

Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

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