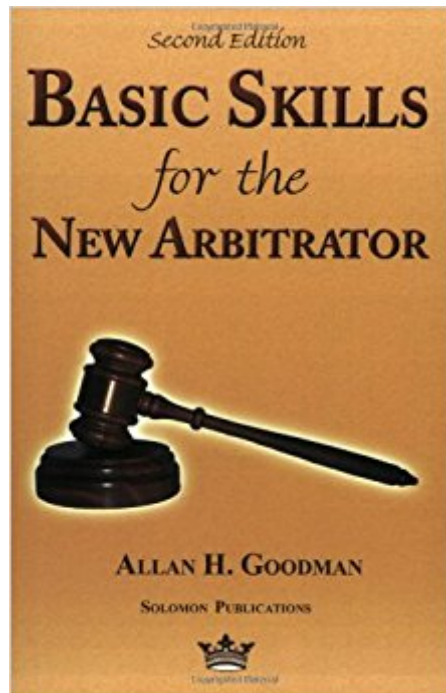




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# Basic Skills For The New Arbitrator, Second Edition



## Synopsis

Basic Skills for the New Arbitrator provides a detailed overview of arbitration, from the prehearing phase through the hearing and deliberation of the award. It guides the new arbitrator through the arbitration process by answering the one hundred questions most frequently asked by new arbitrators. BASIC SKILLS FOR THE NEW ARBITRATOR has been used successfully for self-instruction and as a training manual. It is not just for new arbitrators! Experienced arbitrators and attorneys who represent clients in arbitration will find this manual extremely useful. The discussion of evidentiary concepts is especially valuable for non-attorney arbitrators, who must deal with the evidentiary vocabulary of the legal profession. You will learn to provide the necessary ethical disclosures, conduct a preliminary conference issue prehearing orders, establish a discovery schedule, resolve discovery disputes, deal with attempted delays, preside at a hearing, render an award, and avoid prejudicial conduct.

## Book Information

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## Customer Reviews

The private arbitrator will find this easy-to-use book extremely valuable. The detailed table of contents will permit the private arbitrator to use this book, even during the hearing when issues arise. -- National Institute for Dispute Resolution News, April, 1997

I wrote Basic Skills for the New Arbitrator as a "hands-on" book to be used for self-instruction or as training text. When I began serving as an arbitrator in the early 1980's, I could not find any practical instruction material such as this. This book is based upon my fifteen years of arbitration experience.

As a mediator for over 20 years, people often come to me for advice on how they can break into the profession. There are 2 things I tell them they must do: 1. Take a mediation course 2. Buy Allen H. Goodman's book. This is a thin book, but gives the beginner just what they need to answer the basic questions. It is written well and very informative. Judge Goodman also has a similar book for Arbitrators I also recommend.

Mr. Goodman's book is the finest quick primer for a new arbitrator I have ever read. For virtually anyone familiar with any type of legal procedure or mediation, the book lays out the differences specific to Arbitration. Mr. Goodman has arranged the book, so that he presents the answers to the 100 most commonly asked questions about Arbitration. The layout that he uses is in order of the Arbitration process, and thus, the questions and answers are in "as needed" sequence. This makes the book a very useful quick reference tool on all the major topics of the process of Arbitration. The book is very highly recommended to attorneys, mediators and other legal professionals as a very compact and explicit guide and quick reference book about the procedures of Arbitration.

First, I was surprised how slim the book was. But after just a few pages I realized the author states things in a very straight-forward, easy to understand format. Yes, you CAN get a lot of info from under 100 pages. I highlighted a lot. I also appreciated there was no "self-glorification" stories aka "Look how brilliant I am." The sample mediator agreement in the appendix was worth the price of the book alone.

I bought this book before I attended a basic mediation class. I loved the format - basically, it asks a question and then answers it point by point. I shared it around the class and everyone thought it was great. It addresses so many things - caucuses, mediation vs. arbitration, and plenty of other questions beginners don't know enough to ask. I wish the same people would publish a how to start your own mediation practice book.

In his book, *Basic Skills of the New Mediator*, Allan Goodman has come up with all the right questions with the best answers for anyone properly preparing for a career as a mediator. Goodman successfully takes the complex process of mediation and in an amazingly simple method of questions and answers teaches his readers how to mediate a case from the beginning to end. If you were to have only one book to read on Mediation, this book without question is the one. Michael

Hackett Human Resource Management Consultant Brentwood Tennessee

Good book but it is lacking of the technique to deal with people who want to settle the issue but insisting to be right by using "for me, this is what I feel and it is for me"

Good companion for the online study course I am taking.

A must read for new arbitrators. I personally benefitted from the tips given in the book.

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