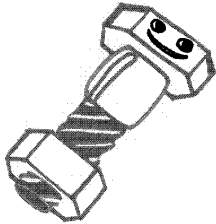
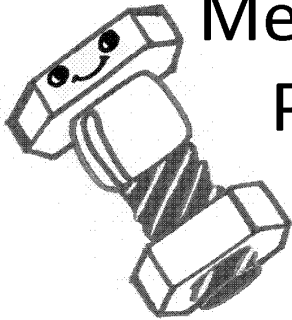


The Nuts &
Bolts of



Running Your Mediation Practice



Ellen Kaslow Shulman &
Christopher M. Shulman, Esq.

A HANDY REFERENCE GUIDE TO MEDIATION PRACTICE MANAGEMENT

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Training Provider



TOPICS COVERED AND FORMS/CHECKLISTS SUPPLIED:

- Front Office Practice Cycle:
 - Getting the Business: Marketing, Scheduling & Confirmation
 - Handling the Engagement: Before, During & After
- Back Office Practice:
 - Setting up your Practice
 - "Show Me The Money!" – Billing and Collections
 - Insurance, Employees, and Other Business Considerations
- Running an Ethical Practice

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