1. **Opening**

   [10:00 – 10:05]

2. **Characteristics of Arbitration**
   a) Faster, cheaper, adaptable
   b) Consensual process
   c) Arbitration clauses, party autonomy, rules selection
   d) Demand vs submission of dispute
   e) Private resolution, not a court, powers limited
   f) Federal Arbitration Act and state procedural laws
   g) Arbitrability and separability
   h) Substantive law and mandatory law
   i) Confirmation and vacation of award (more detail later)

   [10:05 – 11:05]

3. Ethical considerations, arbitrator disclosure and cybersecurity
   (with ethics problems for discussion)

   [11:05 – 11:55]

   **BREAK**

   [11:55 – 12:10]

4. **Typical types of claims this panel will face**
   a) Federal and state civil rights, harassment and discrimination
   b) Wage and Hour (e.g., US Fair Labor Standards Act, state Labor Law)
   c) Classification – Employee or Contractor
   d) Pre-emption and mandatory class action waivers
   e) Contractual (e.g., executive compensation)

   [12:10 – 1:00]

   **LUNCH**

   [1:00 – 1:45]

5. **Process Management**
   a) CPR Administered Rules Overview
   b) Arbitrator standards of fairness
   c) Conducting a Management Conference
   (with mock conference)
   d) Discovery
   e) Use and issuance of subpoenas

   [1:45 – 3:00]

   **BREAK**

   [3:00 – 3:15]

6. **Awards**
   a) Drafting a reasoned award
   b) Costs, attorney fees
   c) Grounds for vacating awards

   [3:15 – 4:30]

   **QUESTIONS AND CLOSING**

   [4:30 – 5:00]