

Preparing for Mediation – Workbook

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1. Before the mediation

It's important to be clear in your own mind about the facts of the dispute and to think about some possible solutions that may help to resolve it.

1.1 What is your dispute about?

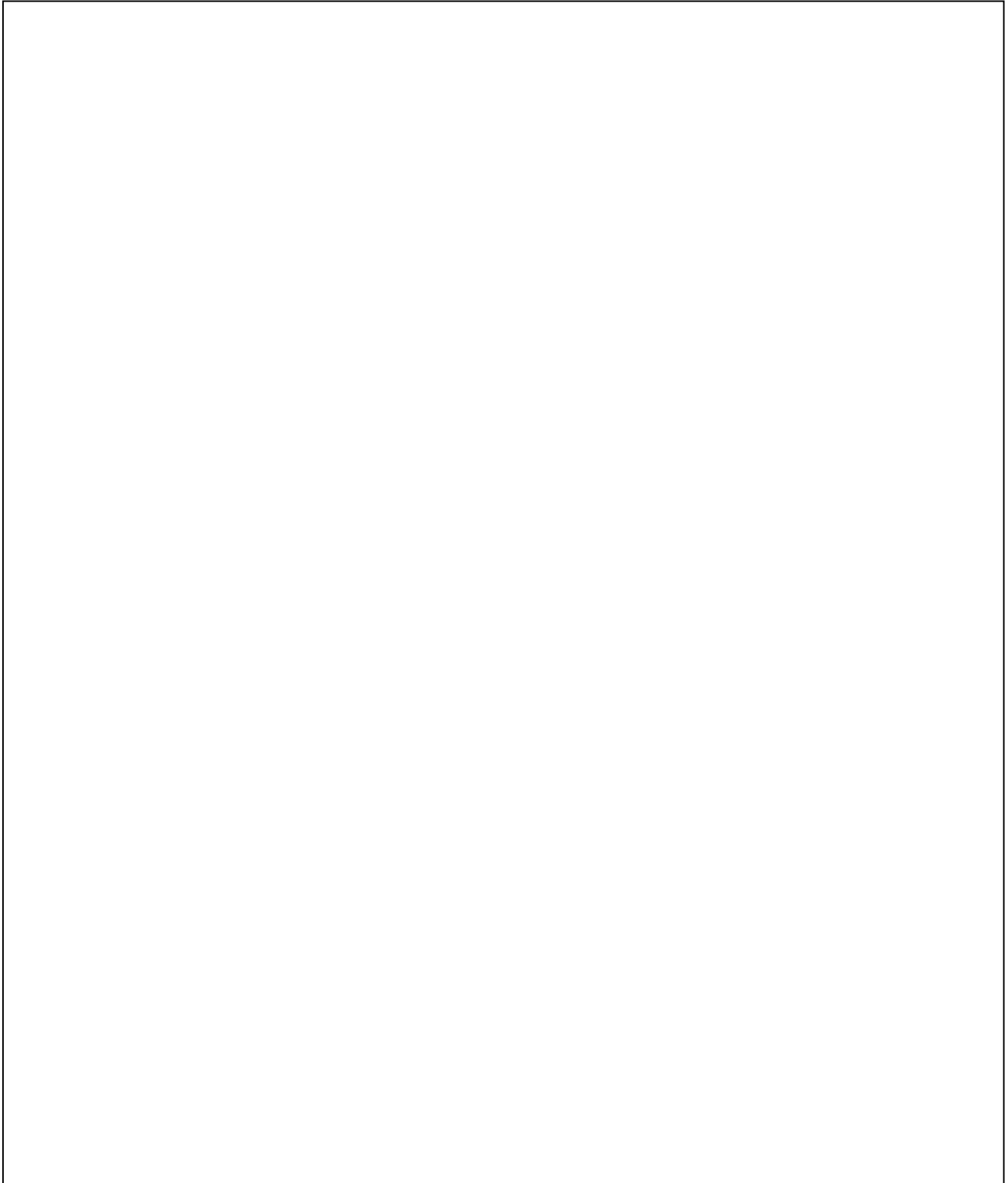
Briefly outline what your dispute is about.

1.2 How would you like to resolve the dispute?

Briefly write here what you would like to happen.

1.3 What steps have you already taken to try and resolve your dispute?

Record all steps you have taken to try and resolve your dispute; including key dates, persons contacted, method of communication and any outcomes achieved.

A large, empty rectangular box with a thin black border, intended for the user to record the steps taken to resolve their dispute. The box is currently blank.

If you and the other party cannot agree, there may be other options to resolve the situation.

For the mediation to be as effective as possible, it will be helpful for you to think about the dispute a bit more and separate what you want to happen from why you want it to happen. Also, think about any underlying concerns or interests you have.

In the table below, write down each issue, thinking about what you want to happen and why. Then write down what your main concerns are:

Issue	What I want	Why I want it	Underlying concerns

1.4 The other party's point of view

Now try to think about the dispute from the other party's point of view. Do you have an idea of what his or her concerns and interests may be?

In the table below, write down the issues you feel the other party may raise, thinking about what the other party wants and why. Also try to think of any underlying concerns they may have.

Issue	What the other party wants	Why the other party wants it	Underlying concerns the other party might have

2. Generating options

Now that you have identified interests and concerns try to think about potential ways to resolve the conflict in light of why you want issues resolved rather than what you want.

Remember that the main aim of mediation is to seek an outcome that is beneficial to everyone. If you are not prepared to consider the other parties' interests, then you will not be able to reach a resolution.

It helps to take a few minutes to brainstorm different options that may be acceptable to both of you.

Issue	Options that may be proposed at mediation

3. Reality testing these options

It can help to go through the different options that you have brainstormed, to see which ones are practical and realistic and may provide a positive outcome for you both.

For each of the solutions you think may be proposed, by either party, at mediation, explore how the option would align with your short-term and long-term goals.

Consider whether the outcome is realistic, and **whether it is likely to be accepted by both parties.**

Your issue	Solutions that may be proposed at mediation	Reality-testing these solutions

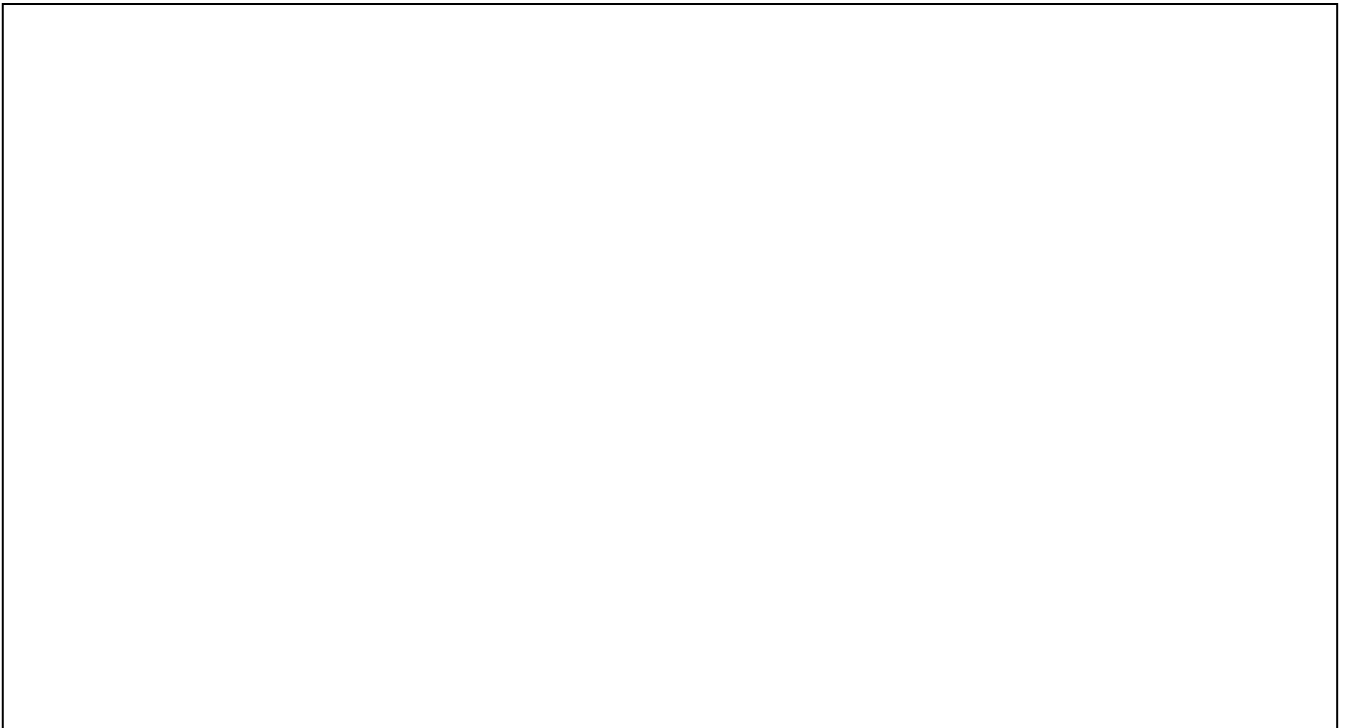
3.1 What are your goals for the mediation session?

Briefly write down your goals for your mediation.

3.2 Is your future relationship with the other party a concern?

Write down your thoughts about a future relationship with the other party. Is it important to you that you and the other party can have a working relationship in the future?

3.3 What is the worst possible outcome for you if you can't reach agreement?

A large, empty rectangular box with a thin black border, intended for the user to write their answer to the question above.