

Name: _____

Date of Mediation _____

MEDIATION PREPARATION

One of the best ways to prepare for mediation is to consider in advance what is most important to you. The questions below will help you prepare for the process and gain further perspectives on the situation. We will discuss this form and your answers (all confidential – between us only) in our meetings prior to the joint sessions.

Thank you and I look forward to meeting you and helping you both in your efforts to reconcile your differences.

What are the 3 main points you want to ensure you convey to the other person in the mediation?

- 1.
- 2.
- 3.

MY PERSPECTIVE	THE OTHER PERSON'S PERSPECTIVE
What is most important to you about this dispute?	What do you think is most important to the other person?
What will success look like for you regarding the issues in dispute?	What may success look like for the other person regarding the issues in dispute?
What will success be for you regarding the relationship?	What do you think success be for the other person regarding the relationship?
What do you want to be most prepared for in the mediation?	

MY PERSPECTIVE	THE OTHER PERSON'S PERSPECTIVE
What thing(s) are likely to provoke you that the other person might say in our joint meetings?	What might you say that could provoke him or her?
How do you want to respond to be able to keep things on track?	How will you frame that – if it needs to be said – to minimize a negative reaction?
How do you want to be perceived during the mediation process?	
What other intentions do you have about how you plan to interact in the mediation?	
What are you most concerned about?	What may the other person be most concerned about?
What are you willing to apologize for, forgive, accept and/or do without resentment regarding this matter?	What are you hoping the other person may be willing to apologize for, forgive, accept and/or do regarding this matter?
What could the other person say or do to help you put closure on this dispute?	
What is something you could say or do to help the other person put closure on this dispute, if that is what you want to have happen?	