

Mediation Workbook Preparing for Mediation

*This workbook
is for you only.
Do not give it to
the mediator or
any other party*

■ **This workbook is confidential and cannot be used instead of attending or talking to other parties in mediation.**

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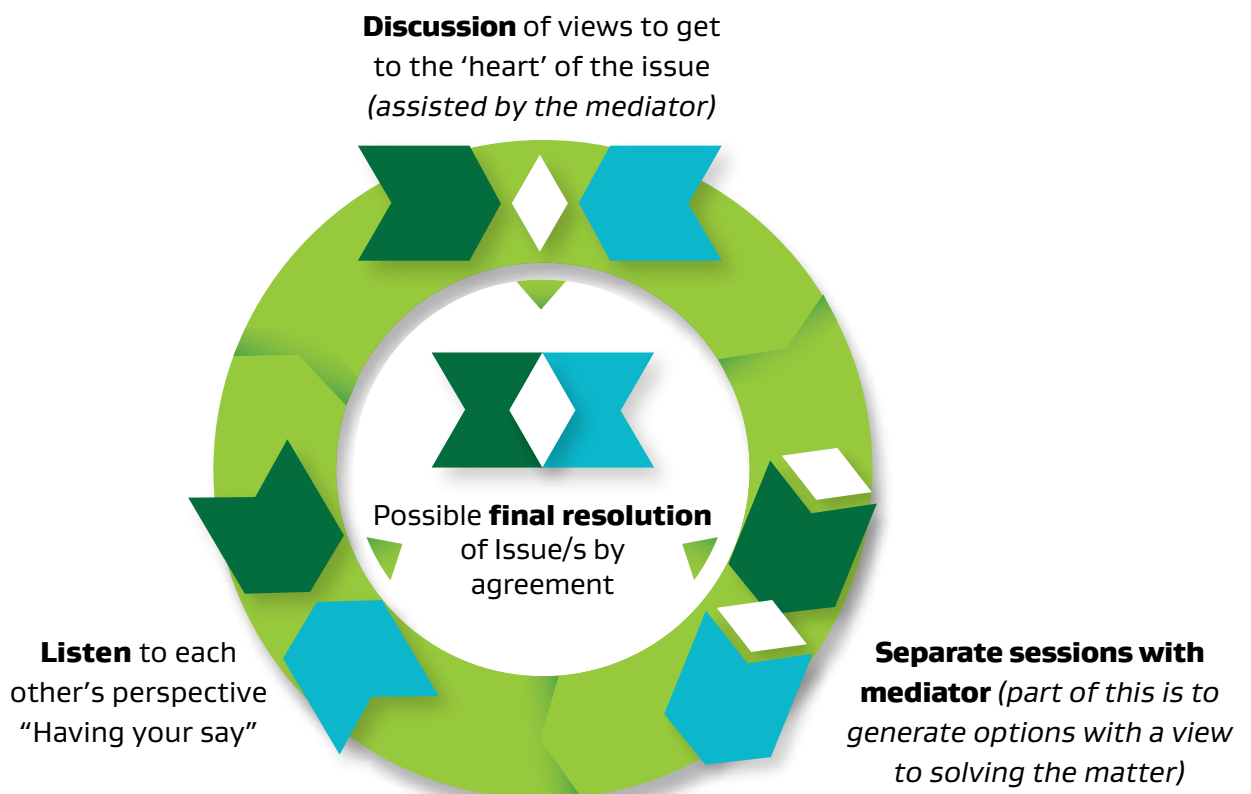
New Zealand Government

How can this workbook help you?

This workbook will help you organise your thoughts for the mediation. It will help you to plan what is important to say and how to say it.

A General Mediation Process

(flexible as facilitated by the mediator)



Mediation is not a linear process. You may repeat steps where necessary to come to a solution that meets both parties requirements.

Is your future relationship with the other parties a concern?

It might be important for you to get along and talk to each other in the future.

- › Consider the future as you go through the workbook
- › Talk to your Mediator about ways to support the future relationship during mediation.

■ Separate what you want and why you want it

Issue	What I want	Why I want it

■ Of these issues, what is most important?

The other parties point of view

One of the main aims of mediation is to seek an outcome that all parties can agree to. Being prepared to consider the other parties interests will increase your ability to reach resolution.

Issue	What the other parties want	Why the other parties want it

■ Write a list of the strongest points of your case

Be realistic

■ Write a list of your weakest points

Be honest with yourself

■ Write a list of the other parties strongest points

■ Write a list of the other parties weakest points

What options do you have if you can't reach agreement?

What is/are the best possible outcome/s	What is/are the worst possible outcome/s

■ Potential ways to resolve the problem/s

To achieve resolution at mediation both parties need to reach agreement (or compromise). Try to think of some different ideas that may be acceptable to both parties.

Issue	Options that may be possible at mediation

Reality testing these options

Go through your possible options to see which ones are practical and may provide an acceptable outcome for both parties.

Issue	Possible solution	Barriers that may prevent this solution from working	Are there any ways these barriers could be overcome

