

IT'S MEDIATION CRUNCH TIME

Being prepared for mediation only takes a little bit of work but can be the difference between successful resolution and continued dispute.

BE PREPARED TO MEET YOUR MEDIATOR

Choose a mediator who has **knowledge and experience** in the field of mediation you seek. Make sure that all parties feel comfortable with the mediator and understand the role of a **neutral third party**. Prepare questions to ask the mediator about their role and process.

BE PREPARED TO TALK ABOUT YOUR GOALS

You know your situation the best. Consider your **goals, interests, and needs**. What is important to you? What would you like to talk about? What do you consider the problem to be? Prepare a list of the issues you would like to address during mediation.

BE PREPARED TO PRESENT EVIDENCE

Depending on the situation you might be required to present documentation prior to or during the mediation process. Be prepared to **organize evidence** such as financial records, communications, pictures, and court documents.

BE PREPARED TO SPEAK FREELY

Mediation gives you a platform to speak **freely and directly** about your needs. Be ready to talk about difficult or conflictual issues, no matter how large or small they are. Rely on the mediator to maintain the **peaceful atmosphere** of mediation.

BE PREPARED TO LISTEN ATTENTIVELY

Willingness to listen is an imperative part of mediation. Just as you have a platform to speak freely and directly about your needs, so does the other party. You do not have to agree with their perspective to **listen attentively** and help move the conversation forward.

BE PREPARED TO WORK TOGETHER

For mediation to be successful you must cooperate with the other party to reach a common solution. **Compromising, negotiating, and settling** will be a part of the resolution process. Prepare yourself to treat the other party with respect.

BE PREPARED FOR SKILLED INTERVENTION

Embrace the process of mediation. Your mediator will bring their own **skills and interventions** to the mediation process tailored to your specific situation. Allow them to maintain the structure, apply tools, offer insight, and guide you towards resolution.

BE PREPARED FOR CREATIVE SOLUTIONS

Your mediator is a fresh set of eyes to apply towards your conflict. They will help you **consider options** you never did before and come up with creative solutions. Keep an **open mind** towards the process and be prepared to think outside the box.