

Mediation Observation Worksheet

As you observe your mentor taking the parties through the mediation process, please complete the following worksheet.

		Comments/ Observations	
Stage 1: Orientation and Agreement to Mediate	What does the mediator cover in the orientation phase?		
Stage 2: Issue Identification	How does the mediator transition from the orientation to issue identification?		
	Determine the following for each party:	Party 1	Party 2
	Positions (demands, immediate answer or solution)		
	Interests (concerns, desires, needs, underlying positions)		
	Issues (questions to be answered, concerns to be addressed)		

		Party 1	Party 2
	Commonalities (reasons each would want/need to find a solution with the other side; common ground)		
	What strategies does the mediator use to help the parties in moving forward?		
Stage 3: Problem Solving	How does the mediator transition from issue identification to problem solving?		
	What strategies does the mediator use to facilitate the conversation around possible solutions and move the parties out of impasse?		
Stage 4: Mediated Agreement (if applicable)	How does the mediator ensure that the parties understand and are comfortable with what they have agreed to?		
	What techniques does the mediator use to guide the parties through reality-testing?		
	What techniques does the mediator use when writing the agreement?		