

Mediation Jotter – your personal aide-memoire for mediation

Some questions to think about and jot down your thoughts and how to explain them to the other person.

How do you view the key issues in the dispute?

What can you show or tell the other party to help them understand how you feel about these issues?

What is important for you to discuss at the mediation and what really matters to you?

Put yourself in the other party's shoes. What do you think will be important for them?

What might you say to the other party to move things forward on the mediation day?

How do you want things to be after the mediation and how might the mediation help you achieve that?

If the mediation is not successful, what is likely to happen and how will that affect you/your organisation?

What steps can you take to improve the likelihood of a good outcome at mediation?

Please use this jotter to assist you to prepare for mediation. It is personal and not for exchange with the other party.