

## 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 what these issues have meant to you?*

*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.*